Course Overview

In the last lesson, you learned how to enroll Time Reporters during the hire process. You also learned how to maintain Time Reporter information and set a default schedule for each employee.

IMPORTANT!: Remember, to avoid timesheet issues, movement between agencies and FLSA / Workgroup changes should occur at the beginning of the pay period and not mid pay period. When an employee is moving from your agency to another agency, it is important that all time be submitted (and approved if the employee has a Self Service type workgroup) and that all Payable Time has been approved prior to making the Job Data changes as your agency will no longer have access to the employee's Time and Labor information.

In this lesson, James will show you how to review and correct exceptions and approve payable time. He will also examine the reports available in Time and Labor and cover how to run and view the Payable Time Extract (Report). He will cover the Reported Time Audit inquiry page. Finally, he will review the Unprocessed Reported and Payable Time pages.

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the roles and responsibilities in the Exception process
- Review and approve allowable exceptions
- Troubleshoot table setup exceptions
- Review and approve payable time
- Describe the reports available in Time and Labor
- Print the Payable Time Extract
- Discover Time and Labor WorkCenter Queries
- View the Reported Time Audit History
- View Unprocessed Reported Time
- View Unprocessed Payable Time

Lesson Topics

In this lesson you will learn about the following topics.

Topic 1: Manage Exceptions

Topic 2: Interface Agencies Only

Topic 3: Approve Payable Time

Topic 4: Time and Labor Reports & WorkCenter Queries

Topic 5: Reported Time Audit

Topic 6: Unprocessed Reported Time

Topic 7: Unprocessed Payable Time

Managing Exceptions

There are a number of controls that govern the reporting of time worked. Some, such as the Fair Labor Standards Act (FLSA), are Federal laws that apply to all employers. Others are rules that apply to all State agencies. Finally, there are time reporting rules that apply to specific groups of employees, such as all employees on a particular job code or job class.

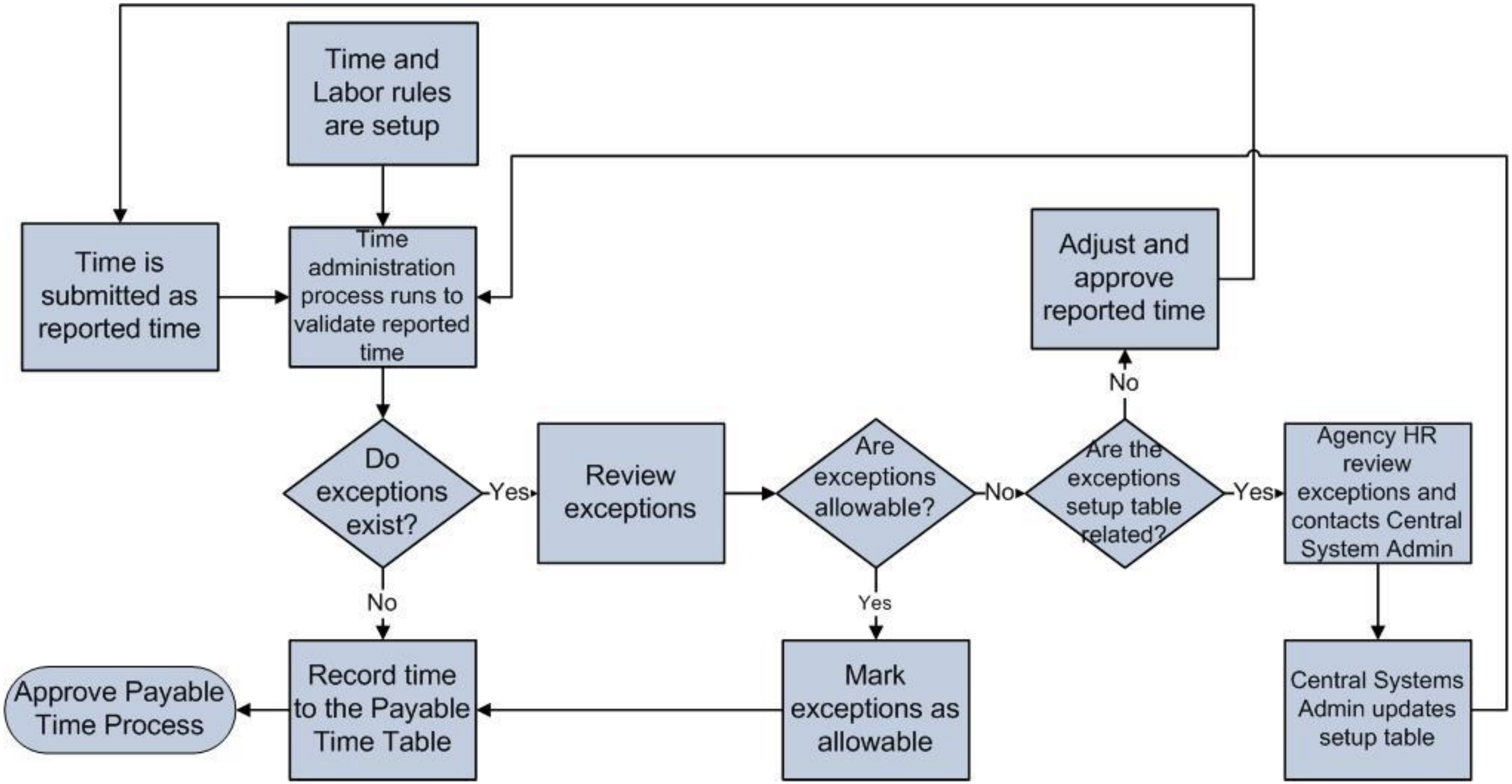
When the Time Administration process runs, it checks reported time against pre-set rules in SHARP. When the rules are violated, an exception (error) is generated. The exception must be corrected in order for reported time to become payable time.

TIP: Data from interface agencies runs through an edit program before being input as Reported Time. Any exceptions found after Time Administration runs are worked in SHARP.

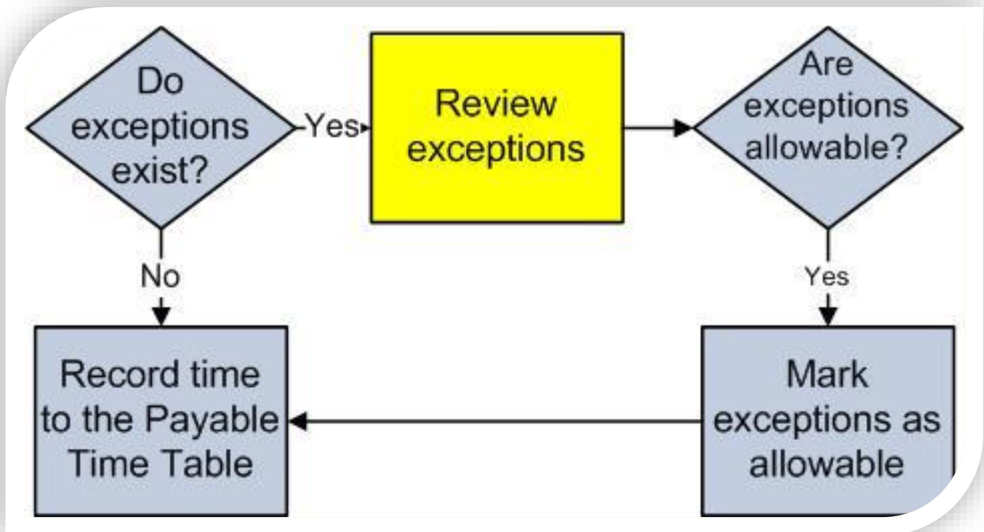
Manage Exceptions Key Terms

- **Exception** – An error or condition that exists regarding Reported Time that requires review or attention
- **Allowable Exception** – Allows an exception to be processed and generate Payable Time without having to resolve it
- **Unallowable Exception –** An error that must be resolved or corrected before it can be processed and generate payable time
- **Clean Up Exceptions –** A tool to verify the adjustment made to the reported time will actually resolve the exception prior to running Time Administration

Manage Exceptions End-to-End Process



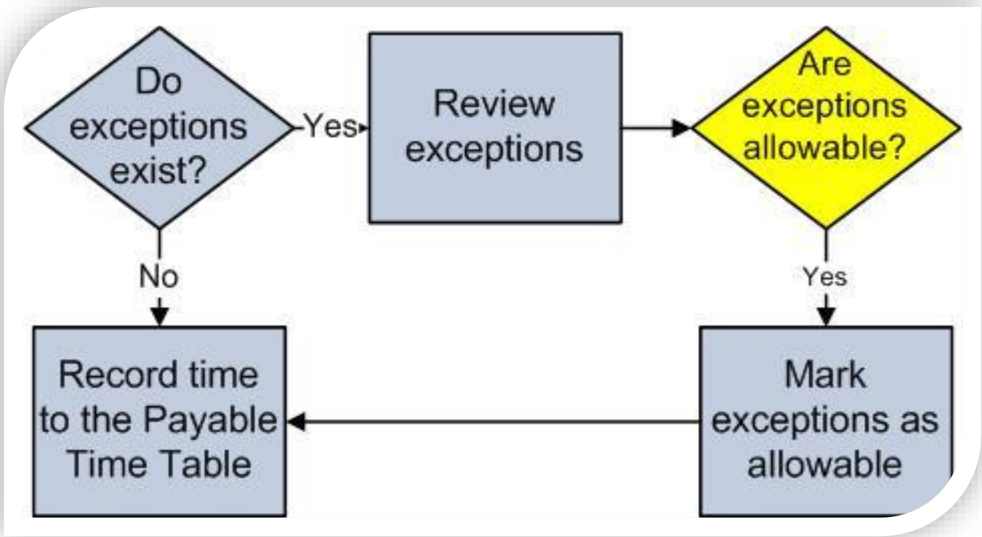
Review Exceptions



Each step in the exceptions process is the responsibility of different Time and Labor roles.

The **Time Administration** process is run nightly after 6PM Monday - Friday. It also runs every hour during the day on the ½ hour beginning at 7:30 AM, with the last run at 5:30 PM. It is a joint responsibility of the Timekeeper and Personnel staff to review exceptions each day during the payroll calculation week.

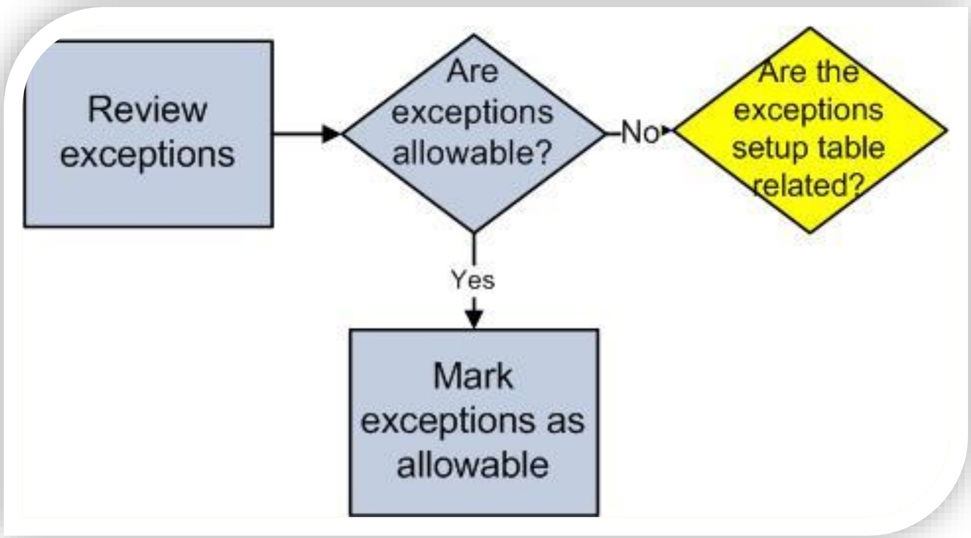
Exceptions Allowable?



Timekeepers are responsible for monitoring the exceptions list and correcting basic time entry errors.

As the HR Administrator, you are responsible for marking exceptions that are allowable. Exceptions that are allowable move on to become Payable Time. An example, might be an exempt employee who works week 1 and then retires. An exception may appear to let you know the exempt won’t get a full paycheck. Because the exempt retired after week 1, we know she won’t get a full paycheck, so this is an allowable exception.

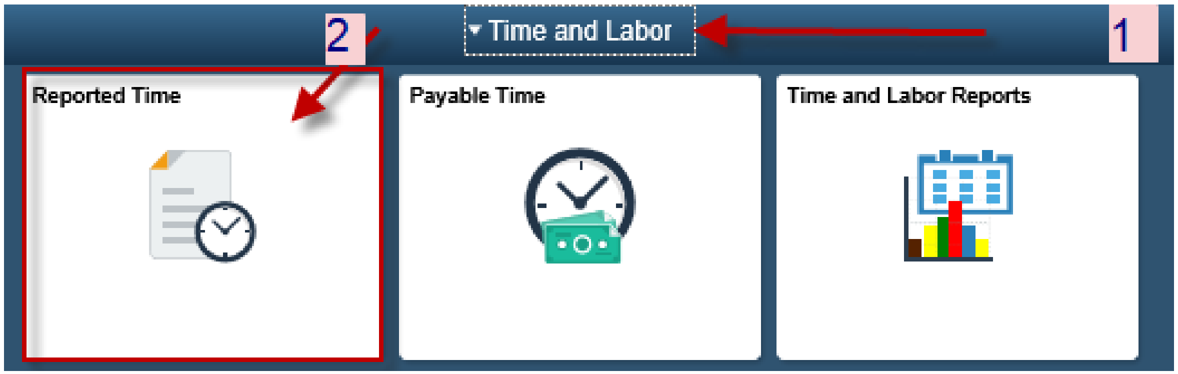
Setup Table Exceptions?



Sometimes exceptions occur because the proper data is not setup in SHARP prior to time entry.

If you see an error that appears to be related to setup data, contact the Department of Administration, Office of Personnel Services to correct the setup data before the reported time is processed again.

View Exceptions



Use the **Time and Labor Homepage, Reported Time Tile, Exceptions Navigation Collection item** to view exceptions to Reported Time.

Exceptions Results

Exceptions

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Department	
Reports To Position Number	
Position Number	

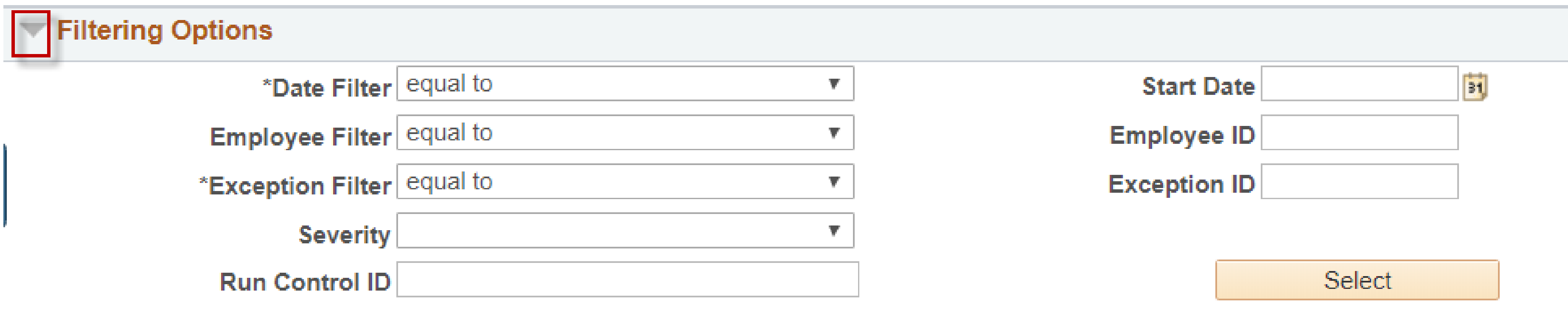
Get Employees
Clear Criteria
Save Criteria

☐ Include Inactive Employees

The search fields for Manage Exceptions are the same as for the Timesheet Summary. Use these fields to find exceptions for an individual employee or department. **NOTE**: The Time Reporter Group search field is not applicable.

Filter Options

The Manage Exceptions search page also provides additional filter options. This allows you to limit your exceptions list by Date, Employee ID, Exception ID, or Severity.



Exception ID Example

In the example below, the **Exception ID** of “KS_UND80” is used to look for an exempt employee’s regular hours that under 80 within a pay period.

Exceptions | Personalize | Find | View All | First 1-50 of 95

Overview | Details | Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
☐	Mouse	Mickey	K00000	0	Environmental Prog Admin Supv	KS_UND80	Rule 15	05/21/2018	Medium

The resulting list shows only exceptions where the **Exception ID** is “KS_UND80”

Exception Severity

Exceptions are rated by severity. **Note:** Only those exceptions with a low or medium severity can be marked as allowable.

Exceptions

Personalize | Find | View All | | First 1-50 of 95

Overview | Details | Demographics

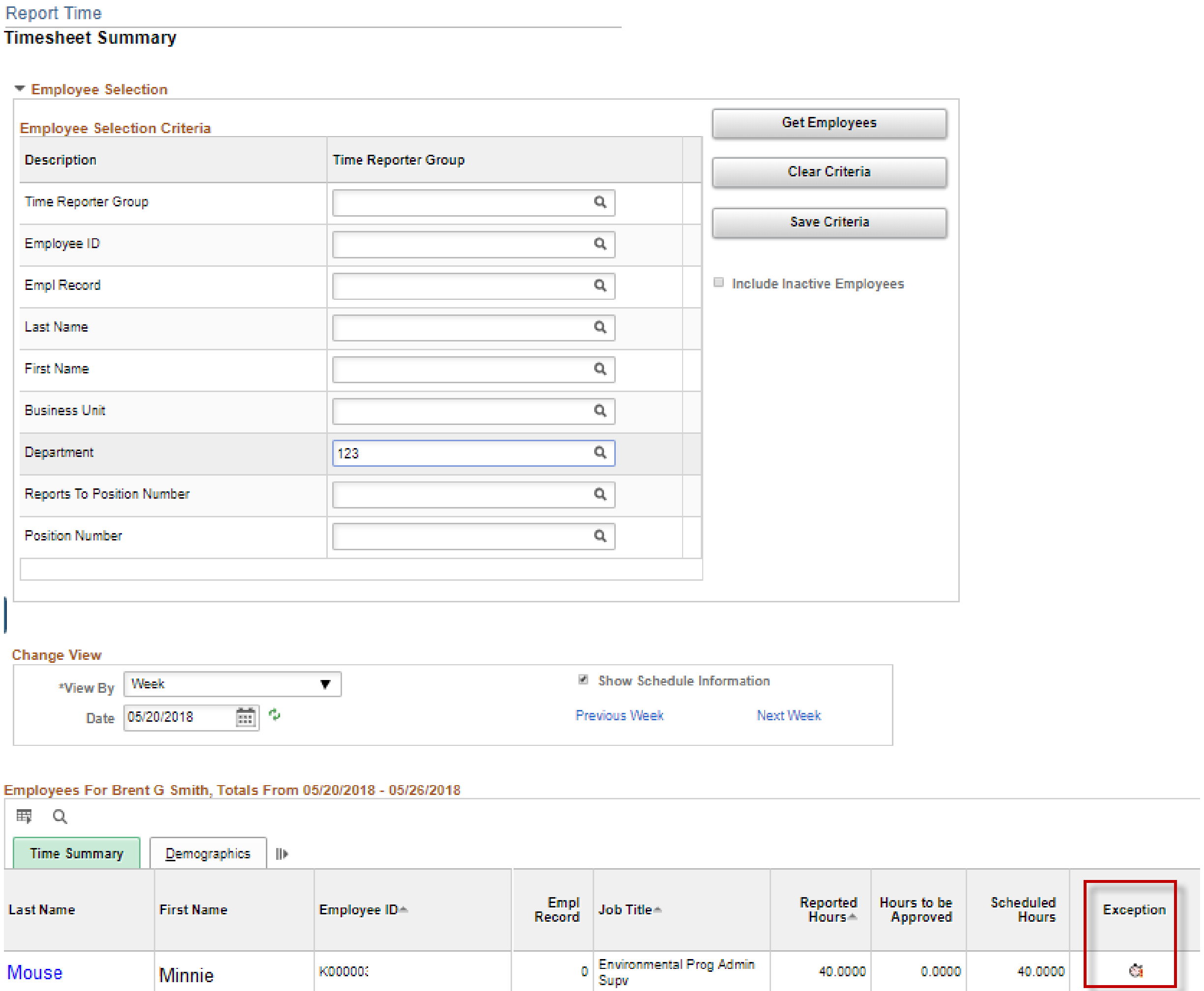
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
☐	Mouse	Mickey	K00000	0	Environmental Prog Admin Supv	KS_UND80	Rule 15	05/21/2018	Medium

Allow Exceptions

Select All | Deselect All

Save

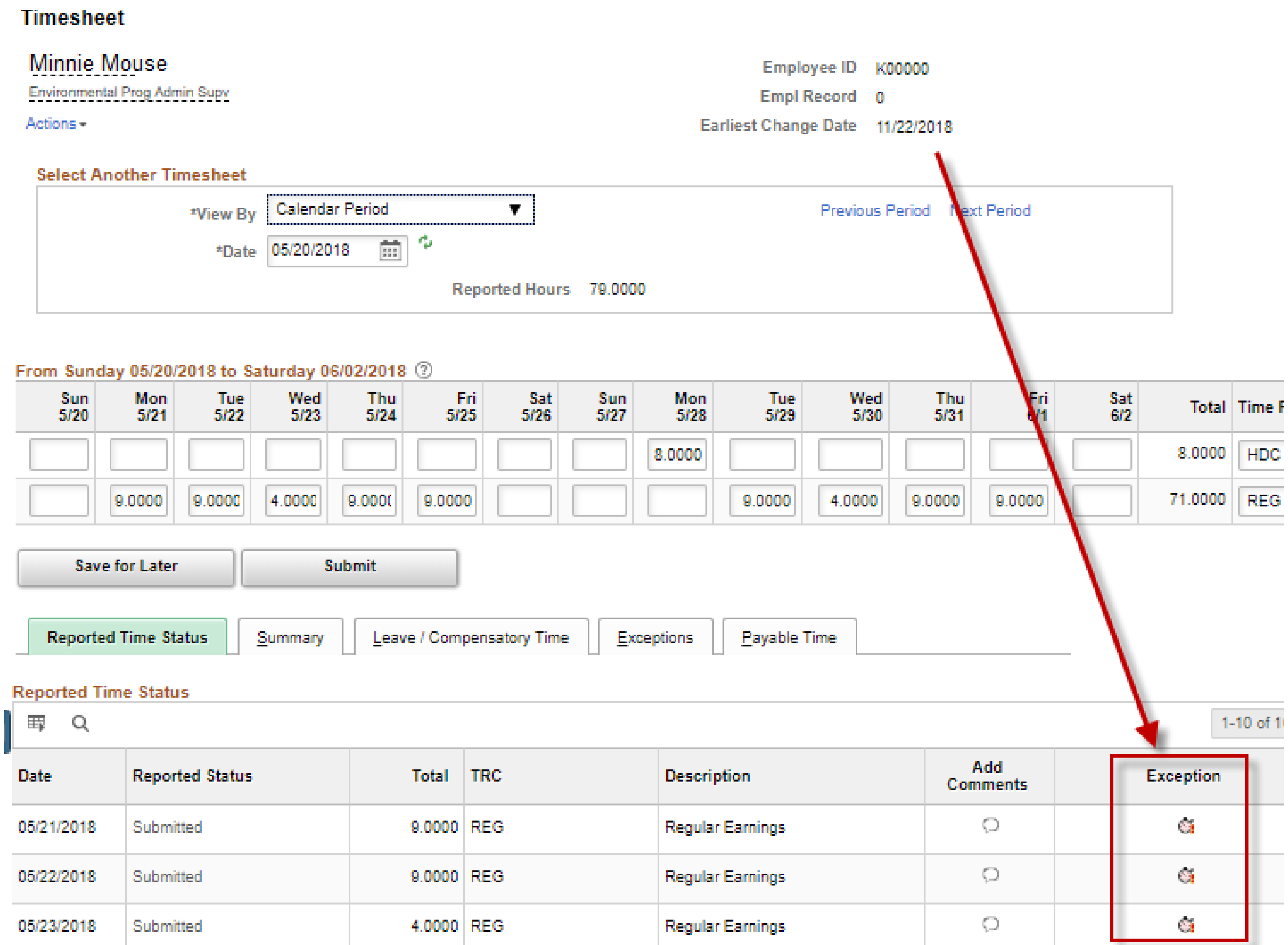
Exceptions on Report Time Search Page



An alternate way to view exceptions is to navigate to the **Report Time** search page. The employee list has an **Exception** column which displays the exception icon for each employee that has exceptions on their timesheet. **NOTE**: Be sure to look at both weeks of the pay period when using this method. Click on the employee's last name to pull up the timesheet and read the exception.

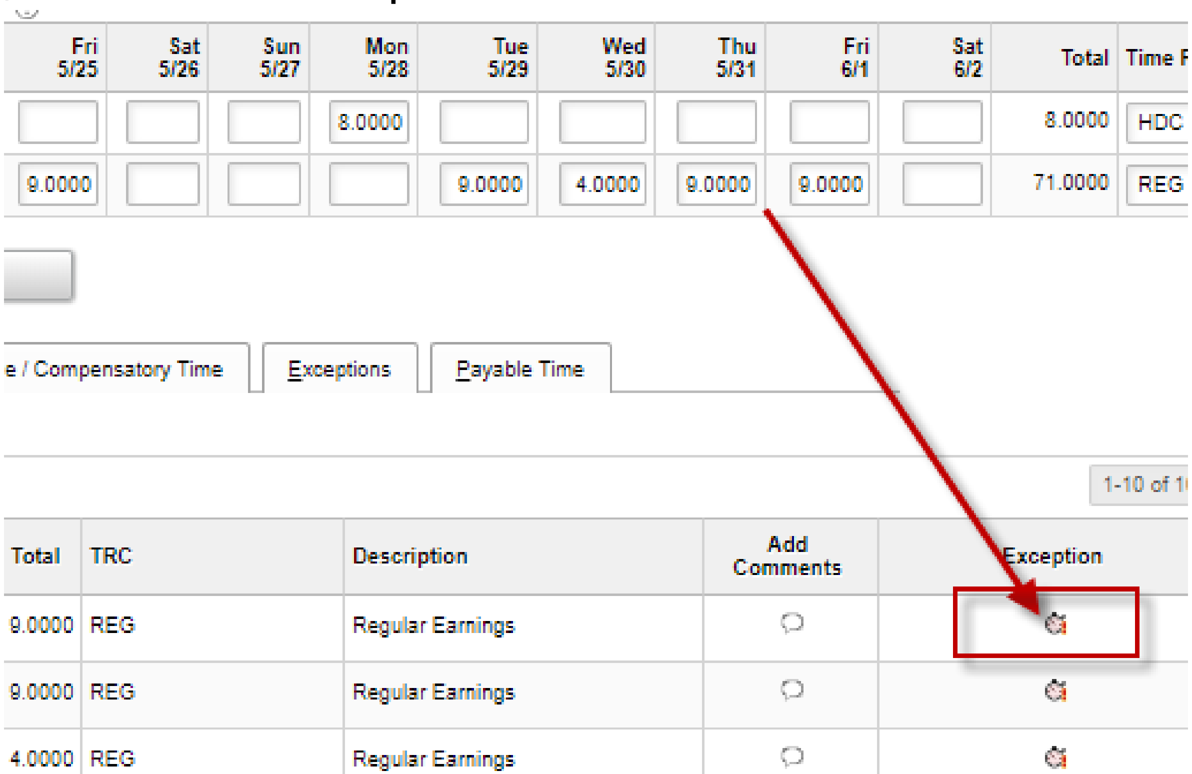
Exceptions on Timesheet

Each row of reported time with exceptions will have an icon that can be clicked to open additional information describing the error. **NOTE**: If there are multiple rows of data on the day in which there is an exception, the exception icon will appear on the first row, even if that is not the row with the exception.



Review and Allow Exceptions

To View detailed information regarding the exception and to allow the Exceptions, click on the Exception icon .



Review and Allow Exceptions (Cont.)

If you want to allow the exception, you first must click the **Exception** folder tab and then click the **Select All** button.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Exceptions

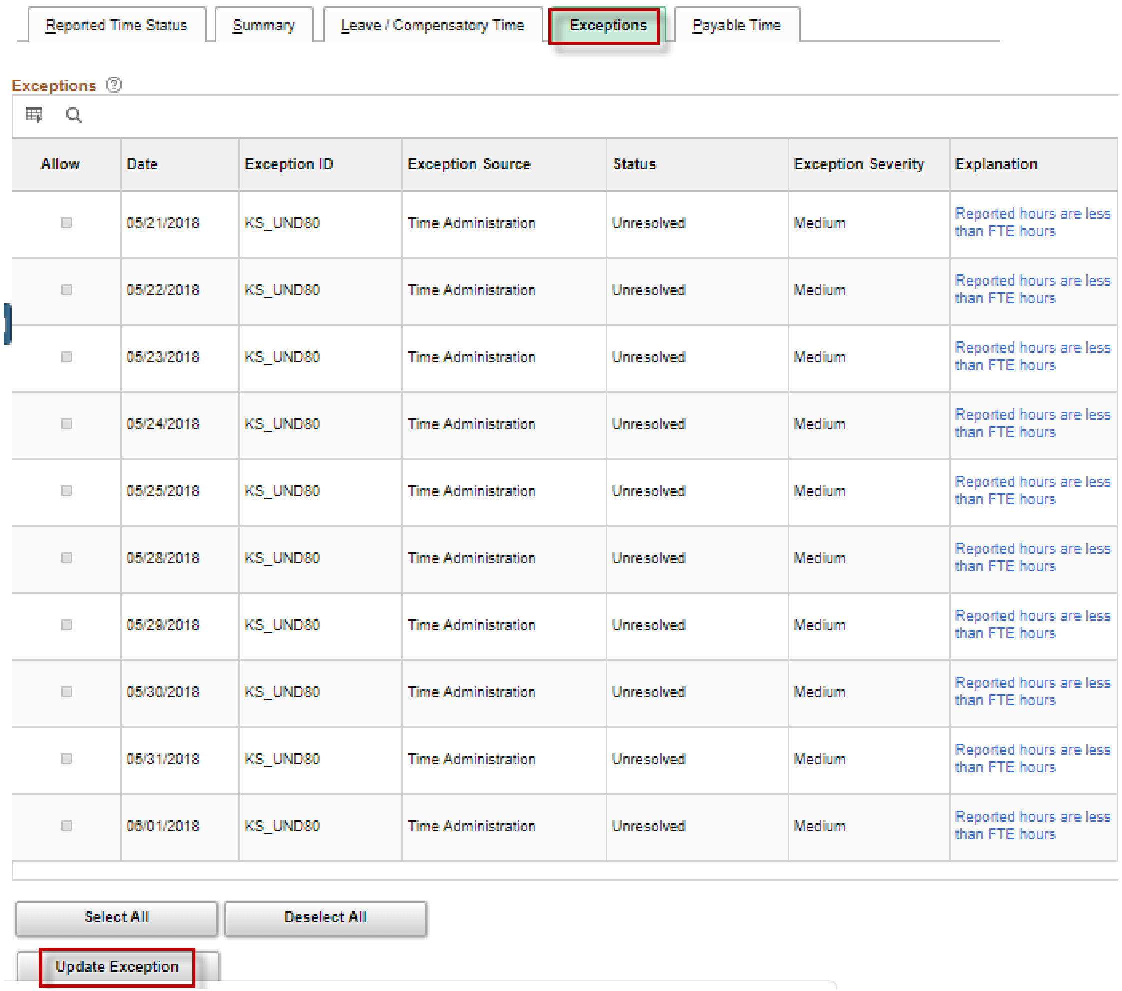
Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
	05/21/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/22/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/23/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/24/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/25/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/28/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/29/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/30/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/31/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	06/01/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours

Select All | Deselect All

Update Exception

Review and Allow Exceptions (Cont.)

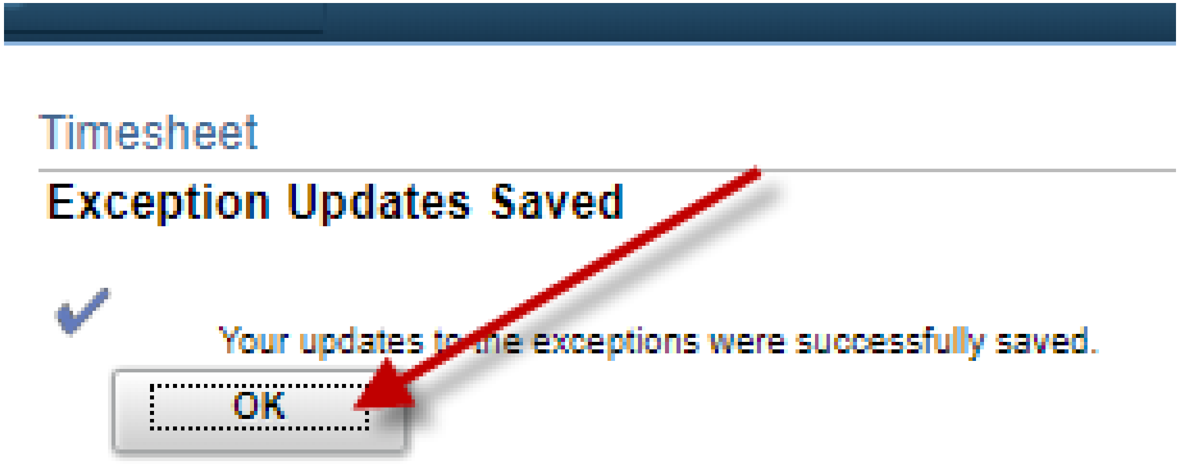
The **Update Exception** button is located at the bottom of the **Exceptions** folder tab page. Agency Time and Labor Personnel roles use this button to remove low to medium exceptions from the **Timesheet** page.



Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
	05/21/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/22/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/23/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/24/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/25/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/28/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/29/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/30/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	05/31/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours
	06/01/2018	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours

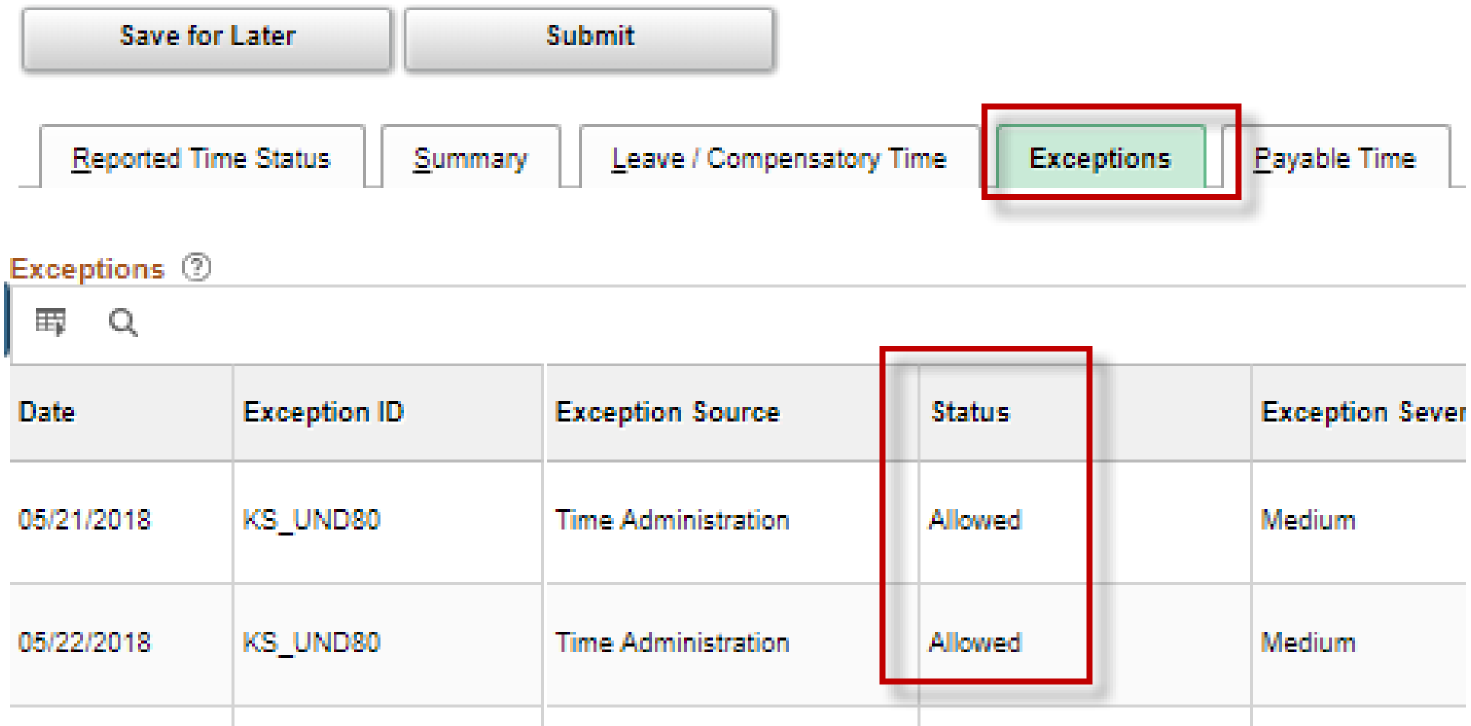
Review and Allow Exceptions (Cont.)

The Exception Updates Saved message appears. Click **OK** and you will return to the **Timesheet** page.



Review and Allow Exceptions (Cont.)

Click the **Exceptions folder tab.** Notice the **Status** of the Exception is now listed as Allowed.



Approving Payable Time

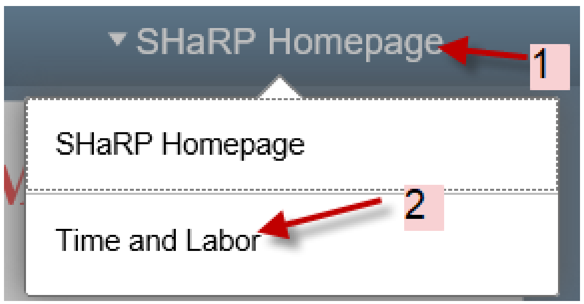
After Time Administration runs, payable time is created from timekeeper data entry, employee self service data entry, and interfaced timesheets.

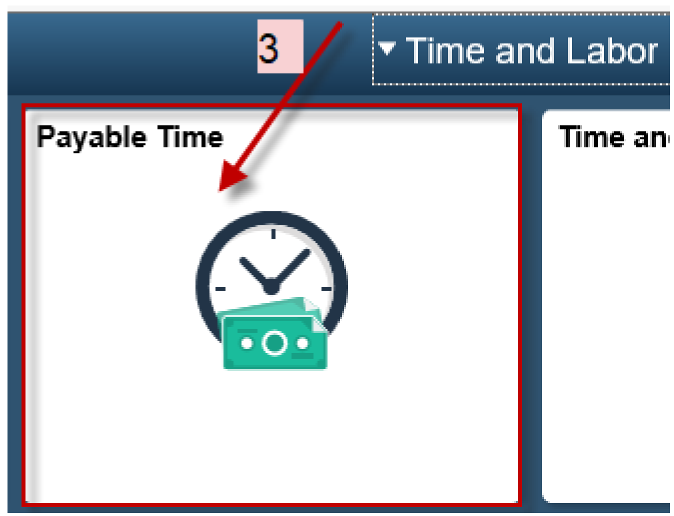
Personnel staff are responsible for reviewing and approving payable time for each employee. Payable time that is not approved will not show up on the employee's paycheck.

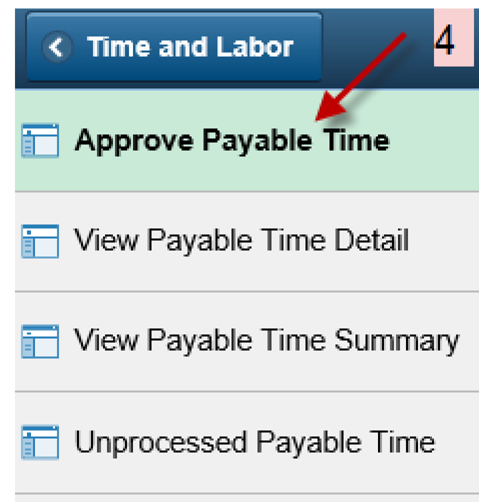
TIP: This is the last chance to find any issues with an employee's time before it goes through the pay calculation process.

Approving Payable Time

The path is Time and Labor Homepage, Payable Time Tile, and Approve Payable Time Navigation Collection item.

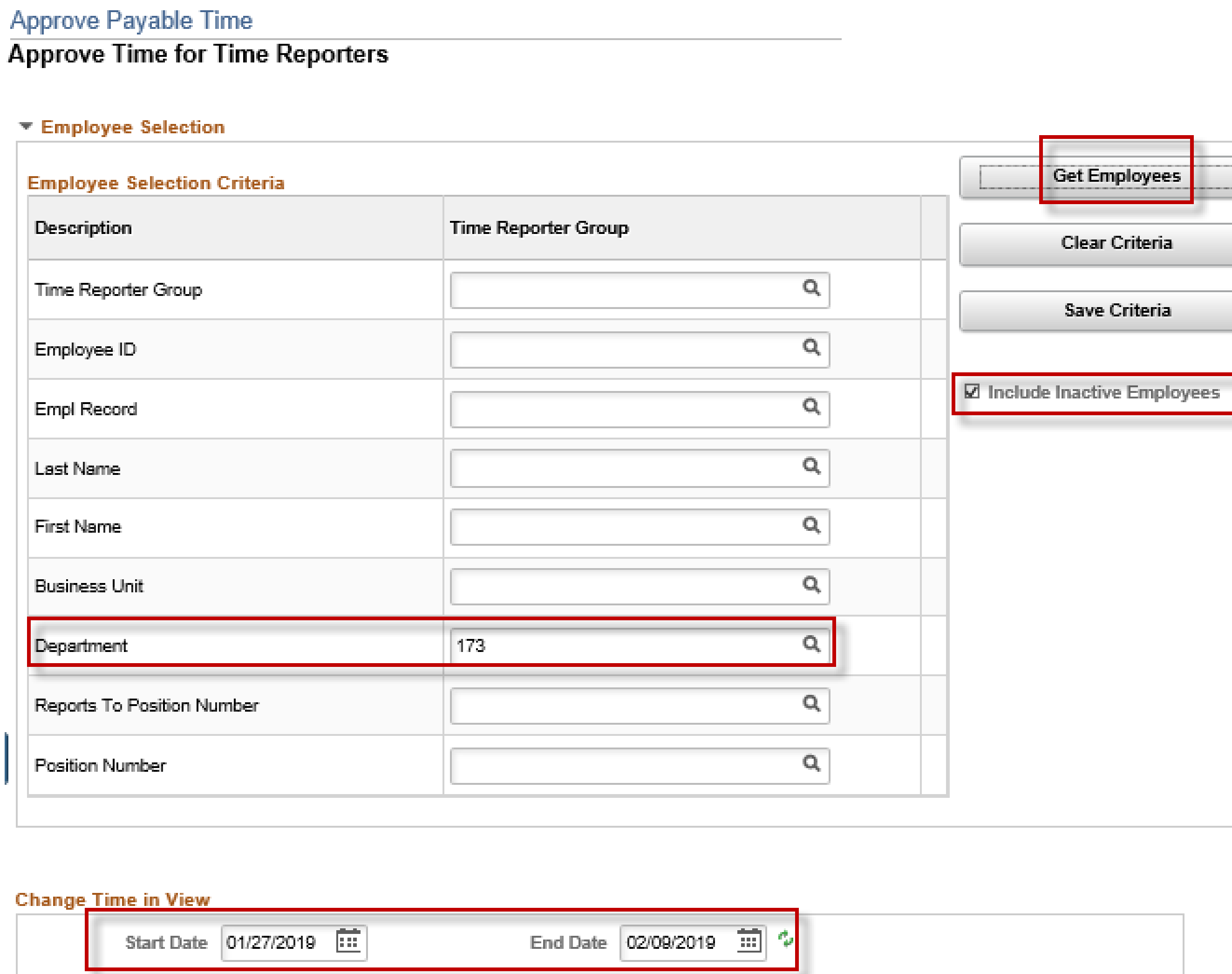






Payable Time Results

Use the search fields for Approve Payable Time to locate an individual employee or search by a Department ID. Include Inactive Employees is defaulted to On.



Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Department	173
Reports To Position Number	
Position Number	

Get Employees

Clear Criteria

Save Criteria

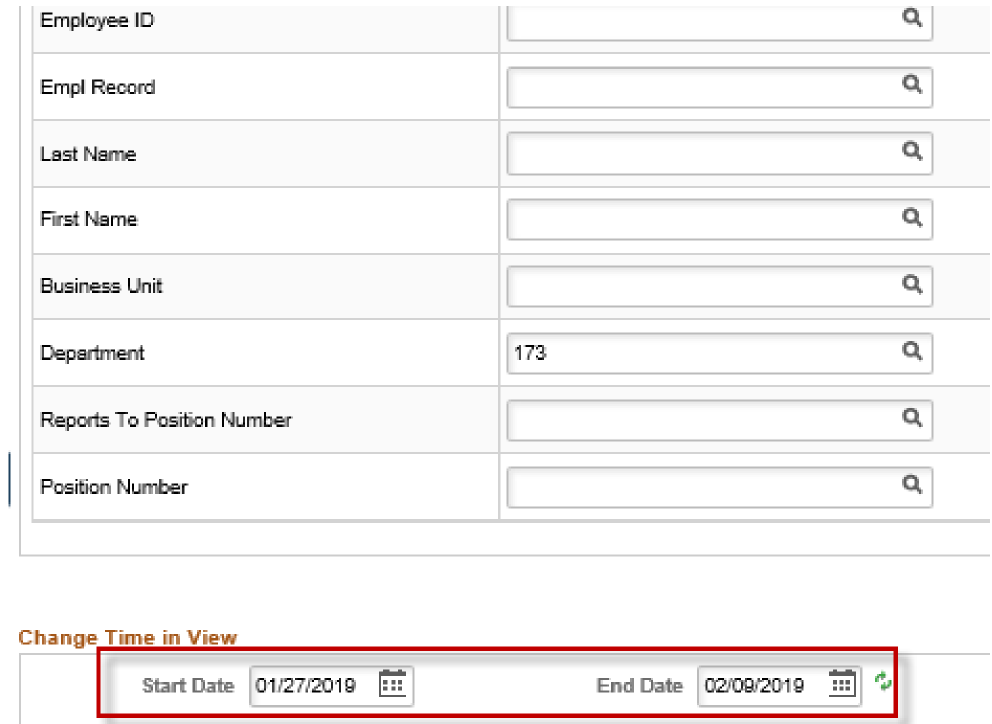
☑ Include Inactive Employees

Change Time in View

Start Date 01/27/2019 End Date 02/09/2019

Date Parameters

The Approve Payable Time search page lists date parameters. Enter the pay period begin date for the **Start Date** and the period end date for the **End Date**. If there is a recent Job or Position update, enter today's date as the End Date. You can also leave the date parameters blank to show all employees with payable time that needs approval. NOTE: It is not necessary to enter the "/" in the date fields as the date fields will Auto-format when you click Get Employees.



Payable Time Summary

The search results list shows a summary of Total Payable Hours for each employee. You can approve payable time from the summary page by selecting the employee whose time you wish to approve and clicking the **Approve** button.

Employees For

1-3 of 3 | View All

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
☐	Apple	Candy	W000003	0	Public Service Executive	80.0000
☐	Murphy	Eddy	K00002	0	Public Service Executive	80.0000
☐	Wayne	John	K00001	0	Human Resource Professional	92.8800

Payable Time By Employee

To view payable time for an employee, click on the employee's Last Name.

Employees For

Time Summary | Demographics

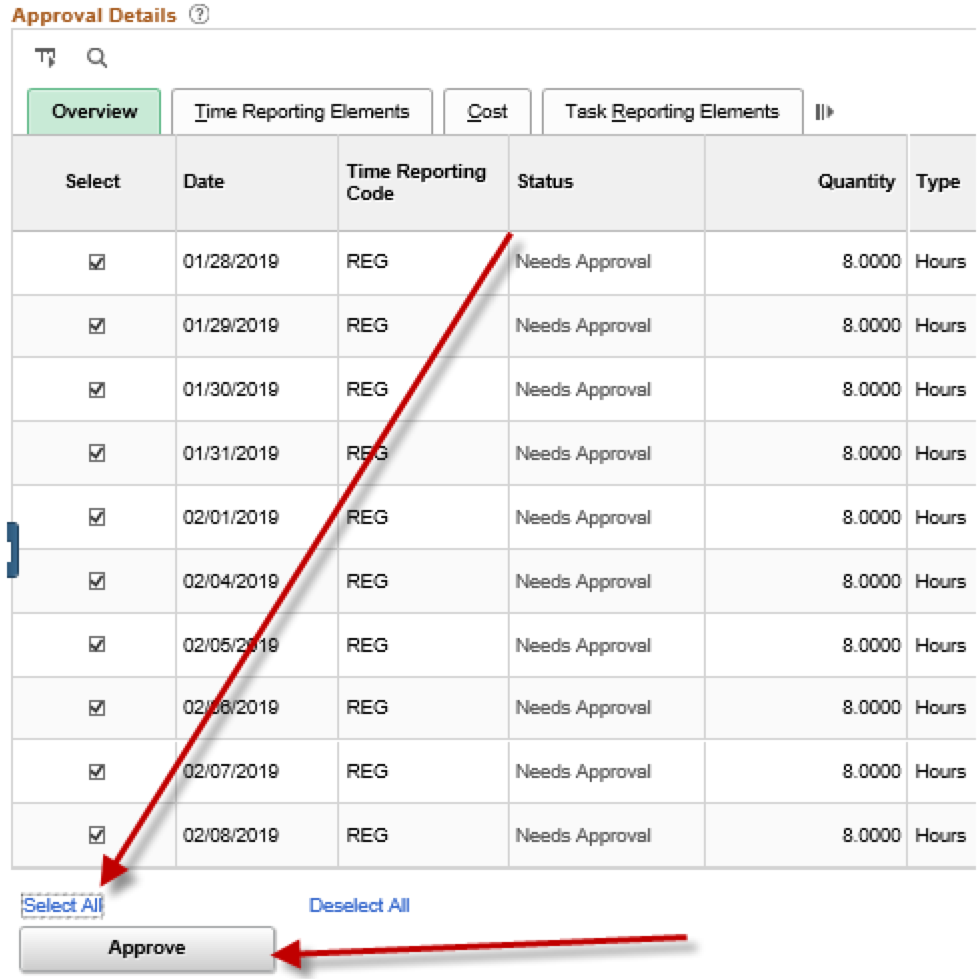
1-3 of 3 | View All

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
☐	Apple	Candy	W000003	0	Public Service Executive	80.0000
☐	Murphy	Eddy	K00002	0	Public Service Executive	80.0000
☐	Wayne	John	K00001	0	Human Resource Professional	92.8800

Lesson 3: Payable Time

Approve Employee Payable Time

You can approve all rows of payable time by clicking the **Select All** checkbox or link and then the **Approve** button. You also have the option of selecting individual rows for approval.


Approval Details

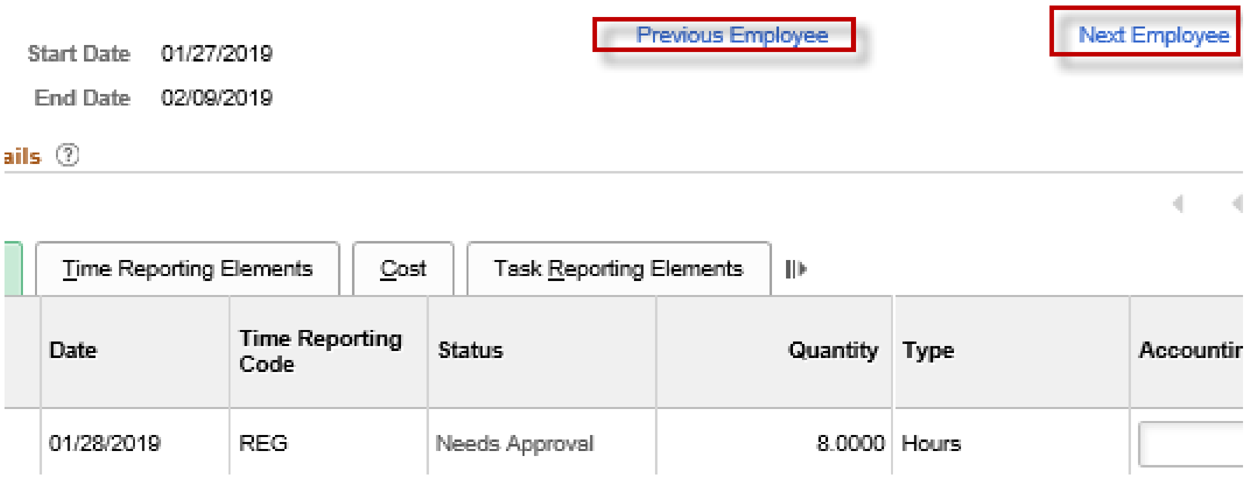
Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type
☑	01/28/2019	REG	Needs Approval	8.0000	Hours
☑	01/29/2019	REG	Needs Approval	8.0000	Hours
☑	01/30/2019	REG	Needs Approval	8.0000	Hours
☑	01/31/2019	REG	Needs Approval	8.0000	Hours
☑	02/01/2019	REG	Needs Approval	8.0000	Hours
☑	02/04/2019	REG	Needs Approval	8.0000	Hours
☑	02/05/2019	REG	Needs Approval	8.0000	Hours
☑	02/06/2019	REG	Needs Approval	8.0000	Hours
☑	02/07/2019	REG	Needs Approval	8.0000	Hours
☑	02/08/2019	REG	Needs Approval	8.0000	Hours

Select All   Deselect All

Approve

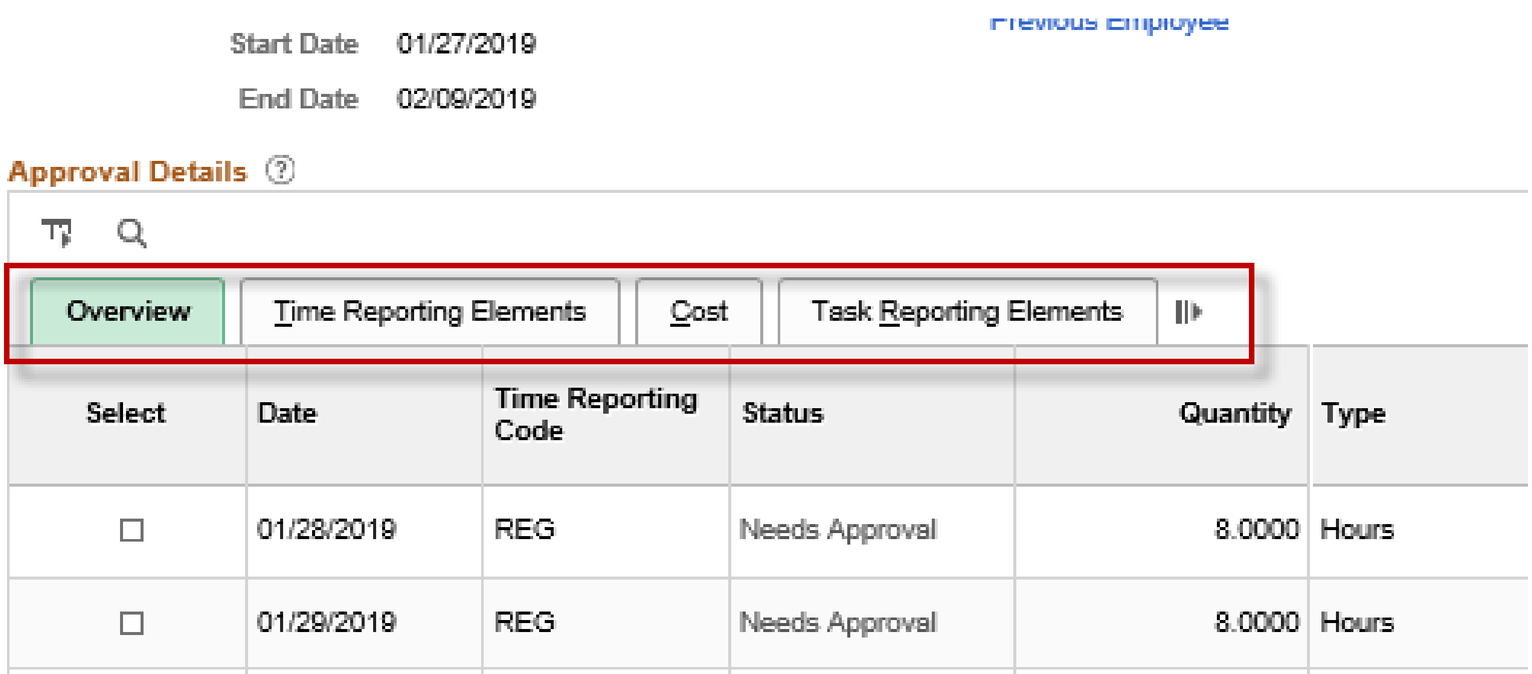
Previous/Next Employee



Use the **Previous Employee** and **Next Employee** buttons to quickly move through payable time approval. You can also return to the search screen to select a different employee.

Folder Tabs

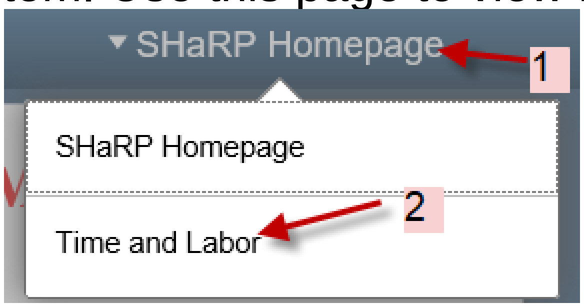
Click on any of the folder tabs to see additional Payable Time information.

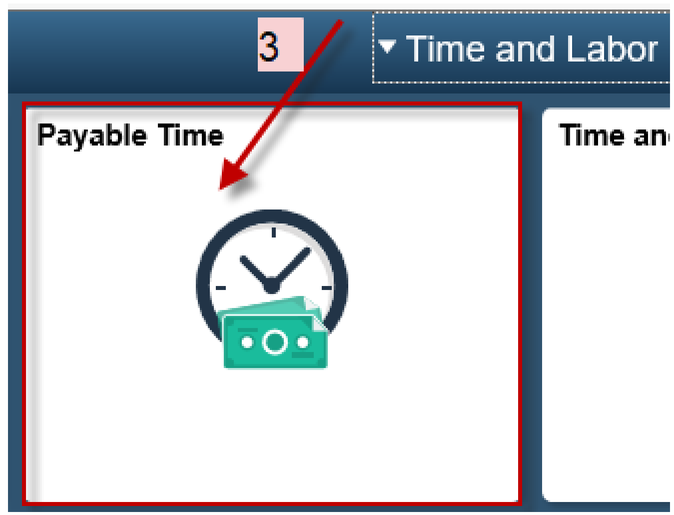


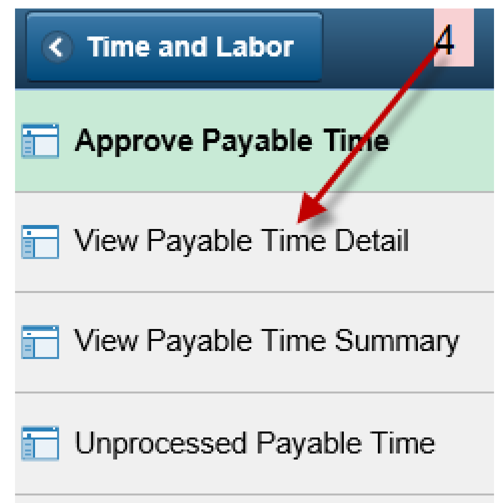
Lesson 3: Payable Time

Payable Time Detail

Navigate to the Payable Time Detail to view Payable Time that is any status (such as Approved, Needs Approval, Rejected by Payroll, etc.). The path is Time and Labor Homepage, Payable Time Tile, and View Payable Time Detail Navigation Collection item. Use this page to view Payable Time that may no longer be visible on the Approve Payable Time page.

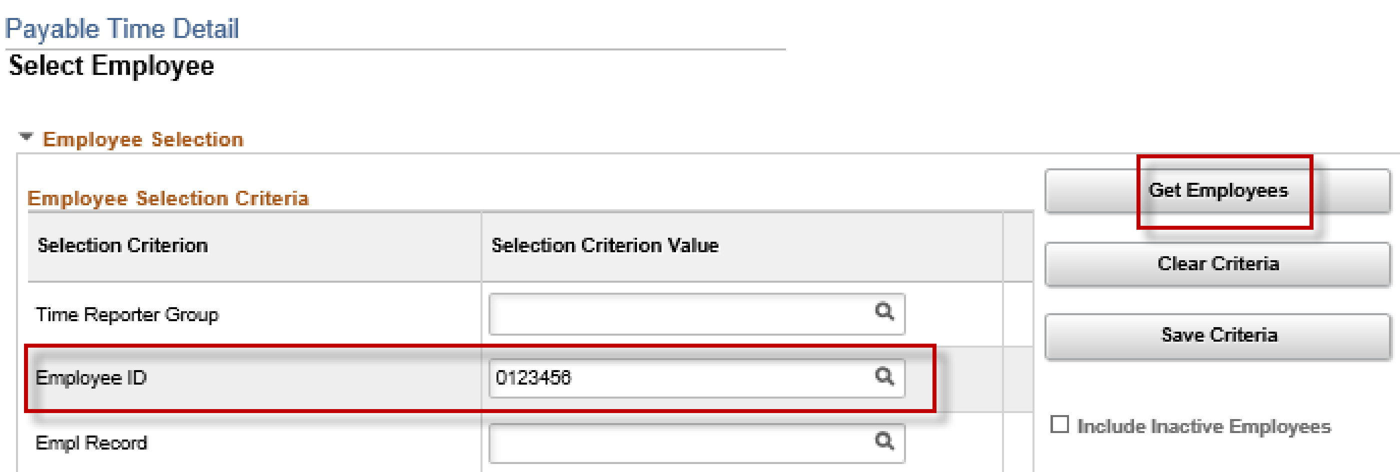






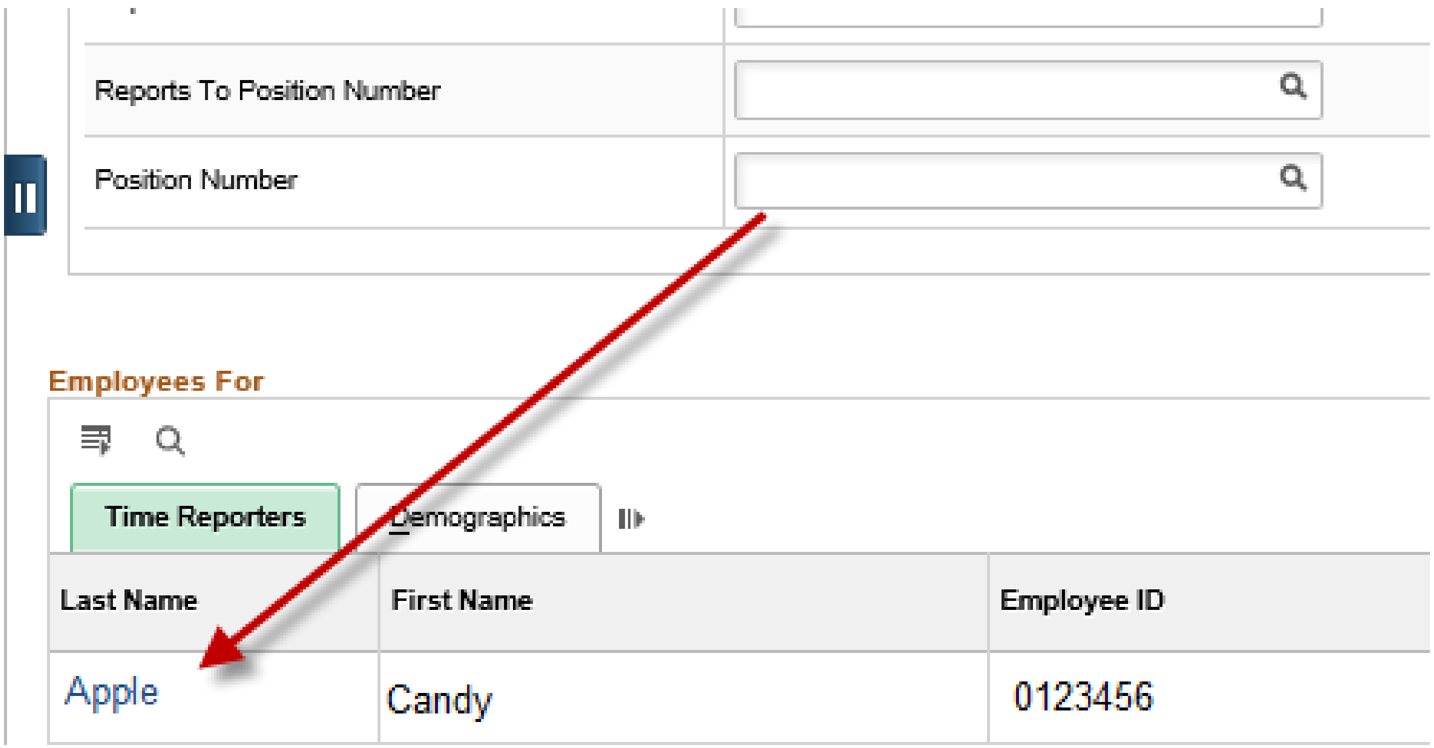
❑ Payable Time Detail (Cont.)

Enter the Empl ID and click “**Get Employees**”. Note: If you don’t have the Empl ID, you can use the Name fields in conjunction with the Department ID.



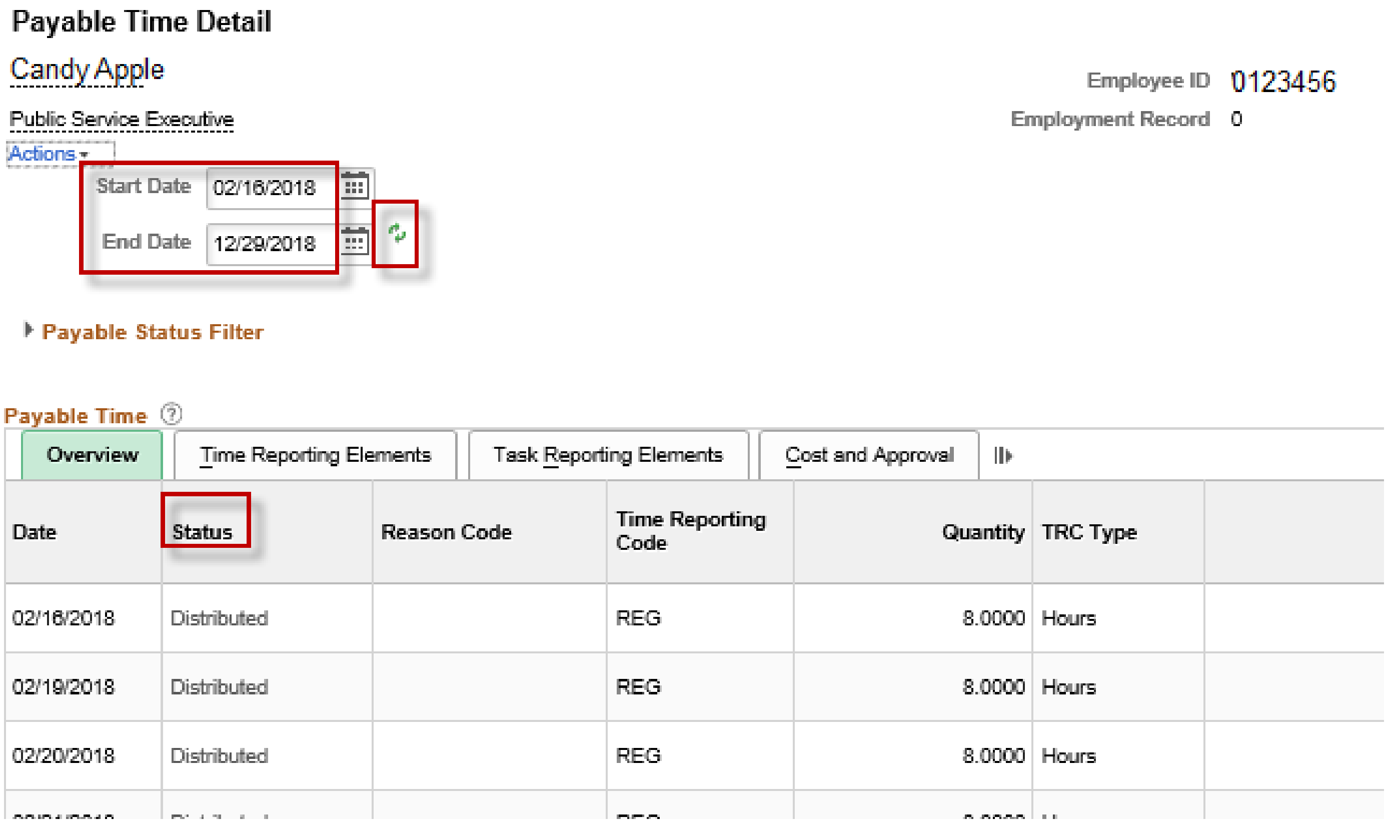
TIP: You cannot approve your own Payable Time, **but you can look up your own Payable** Status using this page. That way you can double check that your backup has approved your Payable Time.

Payable Time Detail (Cont.)



Click on the Employee's last name to pull up the Payable Time Detail page.

Payable Time Detail (Cont.)



Payable Time Detail

Candy Apple

Public Service Executive

Actions

Employee ID 0123456

Employment Record 0

Start Date 02/16/2018

End Date 12/29/2018

Payable Status Filter

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
02/16/2018	Distributed		REG	8.0000	Hours
02/19/2018	Distributed		REG	8.0000	Hours
02/20/2018	Distributed		REG	8.0000	Hours

Enter the date range (typically the pay period begin date and the pay period end date) and click refresh icon “ ”. The Payable Status will display the status of the rows you are viewing.

Payable Time Detail (Cont.)

Additional information is available by clicking on any of the folder tabs. If you want to see when and who approved a Payable Time row, click on the **Cost and Approval** folder tab and look at the **Approved at** and **User ID** results.

Actions

Start Date 02/16/2018

End Date 12/29/2018

Payable Status Filter

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	Approved at	User ID
02/16/2018	Distributed		REG	8.0000	02/27/2018 4:04:57PM	AAOPXYZ
02/19/2018	Distributed		REG	8.0000	02/27/2018 4:04:57PM	AAOPZYZ
02/20/2018	Distributed		REG	8.0000	02/27/2018 4:04:58PM	AAOPXYZ

Lesson 3: Payable Time

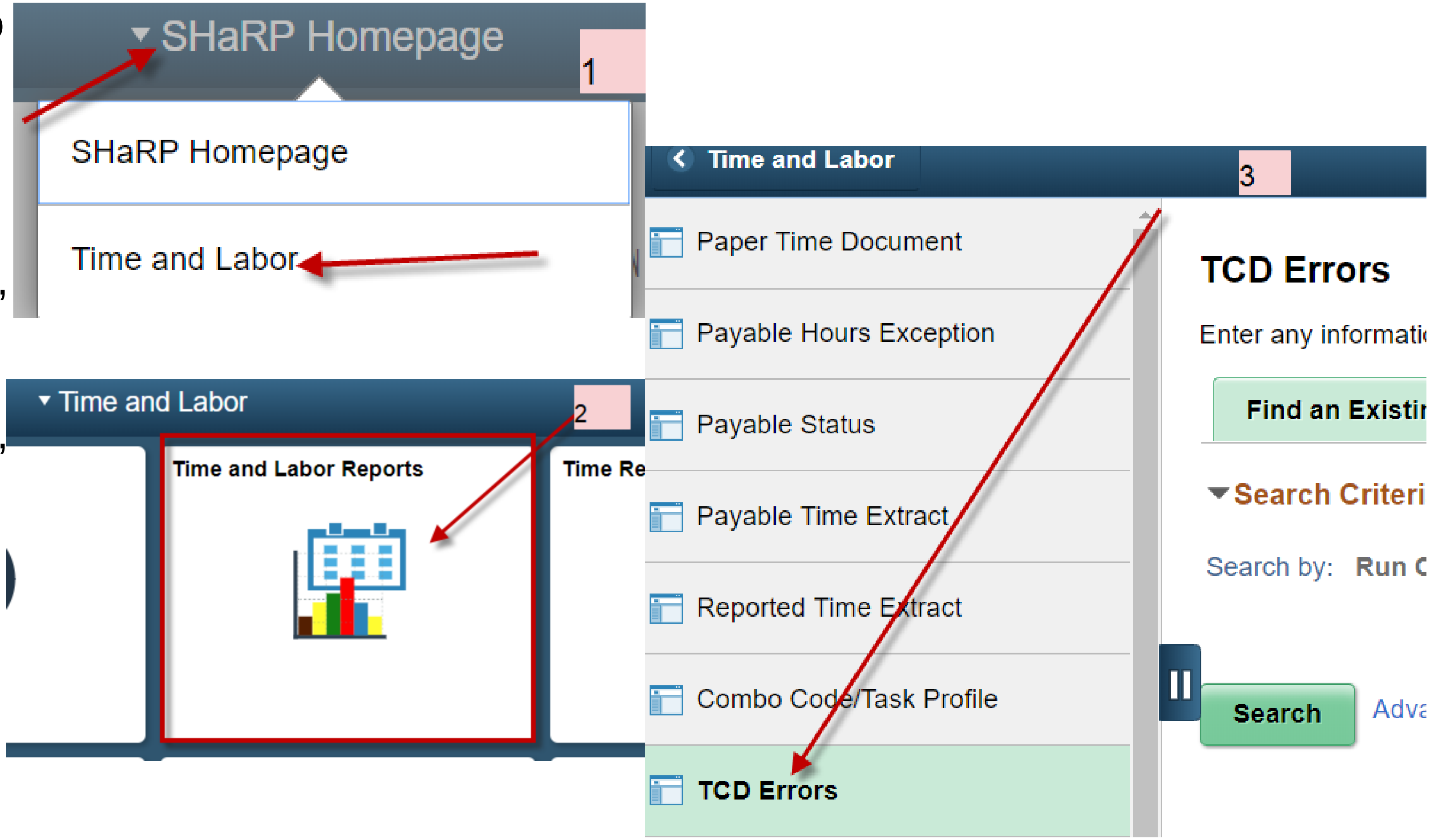
- **Interface Agencies Only**
- **Others can move forward to the Time and Labor Reports section**

Agencies that provide a file interface to Time and Labor to record reported time have an additional step in the Time and Labor process. Inbound files are checked for errors before being loaded into Time and Labor. Timekeepers and Personnel Staff from interfacing agencies share the responsibility for viewing and correcting interface errors and then marking them to reload.

TIP: HR Administrators enter a default **TCD Group** on the Time Reporter Data page of Job Data for employees from interface agencies so that they are identified as recording time via interface.

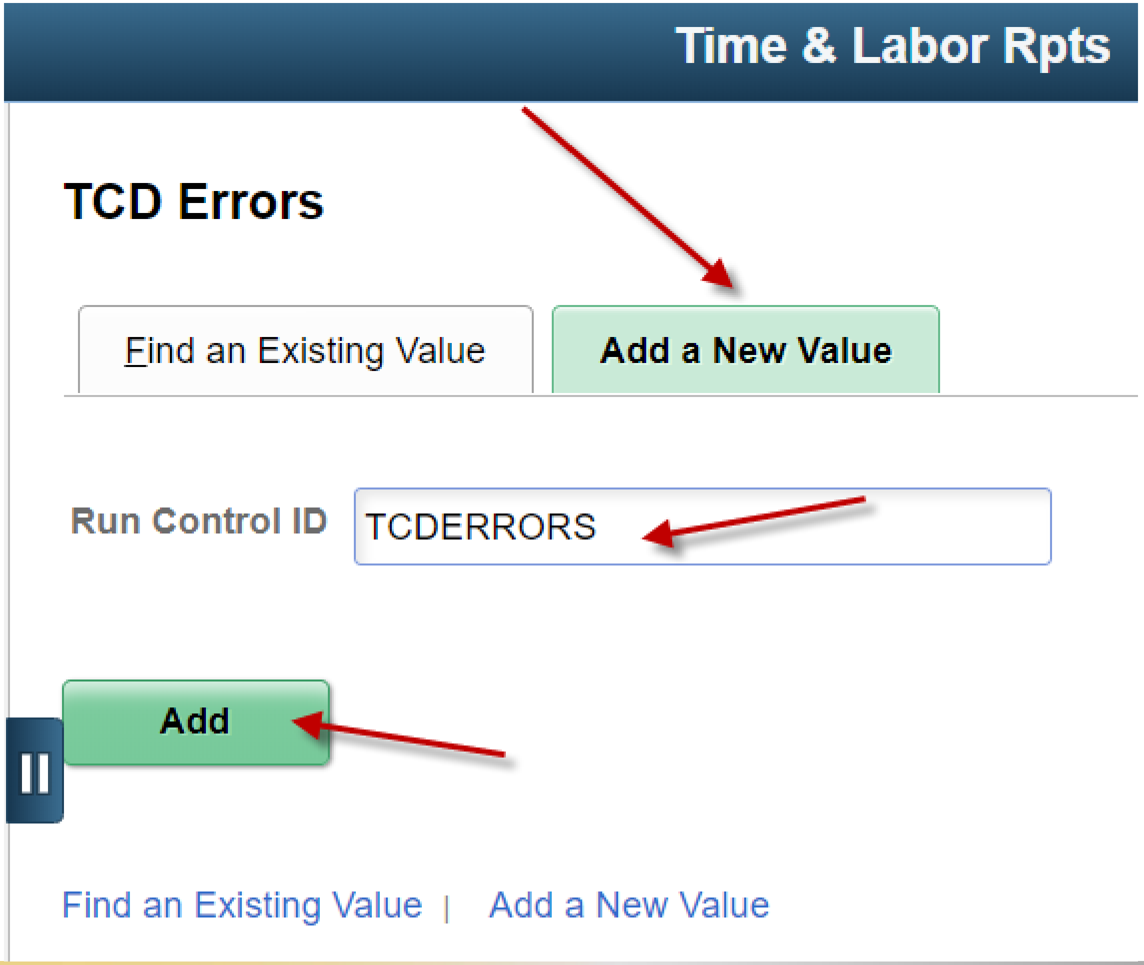
Printing TCD (Interface) Errors Report

Navigate to the TCD Errors Report: SHARP Homepage, Homepage, Time and Labor Homepage, Time and Labor Reports Tile, TCD Errors Navigation Link.



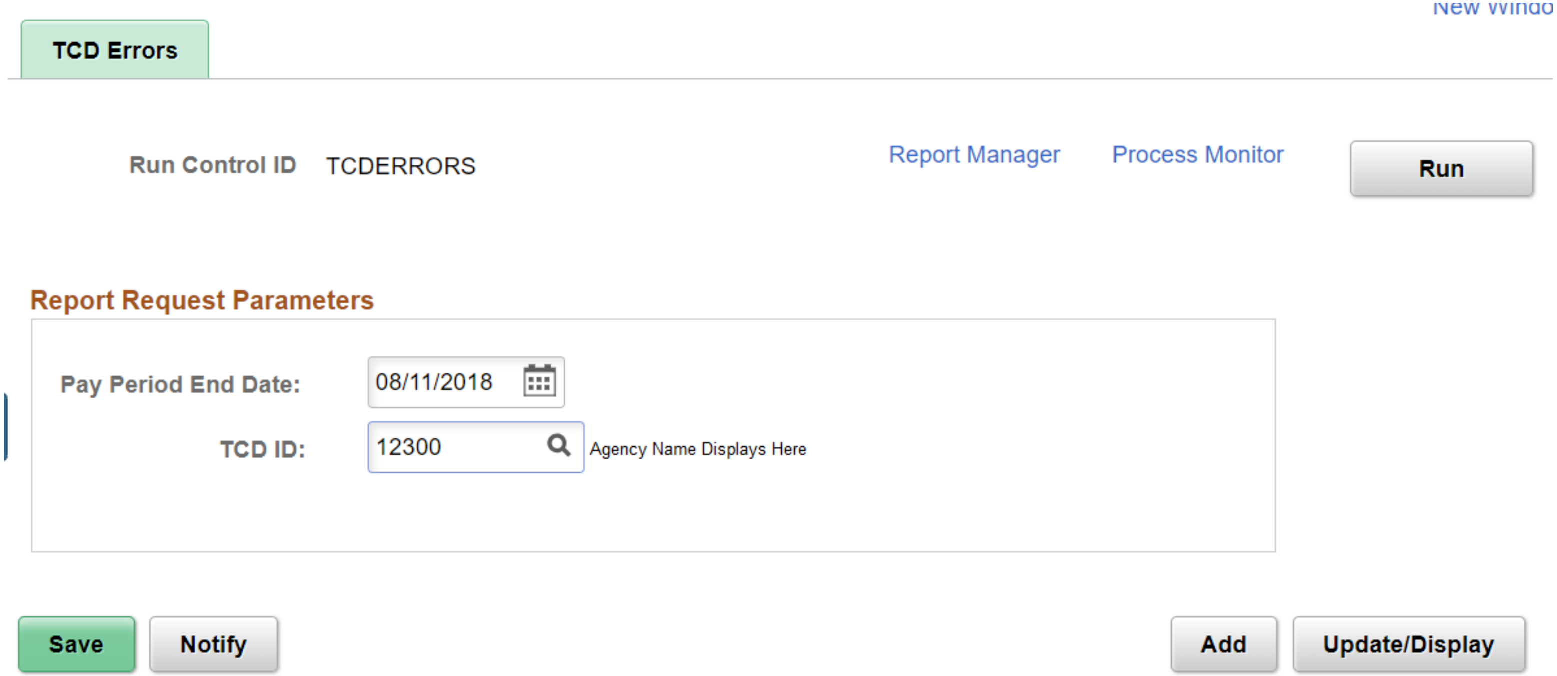
Printing TCD (Interface) Errors Report (Cont.)

Enter your **Run Control ID**, or click on the Add a New Value folder tab to enter a new Run Control ID. Click Add if you are adding a new Run Control ID, or if entering an existing Run Control ID, click **Search**.



Printing TCD (Interface) Errors Report (Cont.)

After entering your Run Control ID, enter the Pay Period End Date and the TCD ID (first three digits of your agency number followed by two zeros. Once you generate the report, review the errors and make corrections. Most TCD errors involve sending incorrect Department or Empl IDs on the Interface file. **NOTE**: Report Generation procedures are covered in the SHARP Reporting Training.



Time and Labor Reports

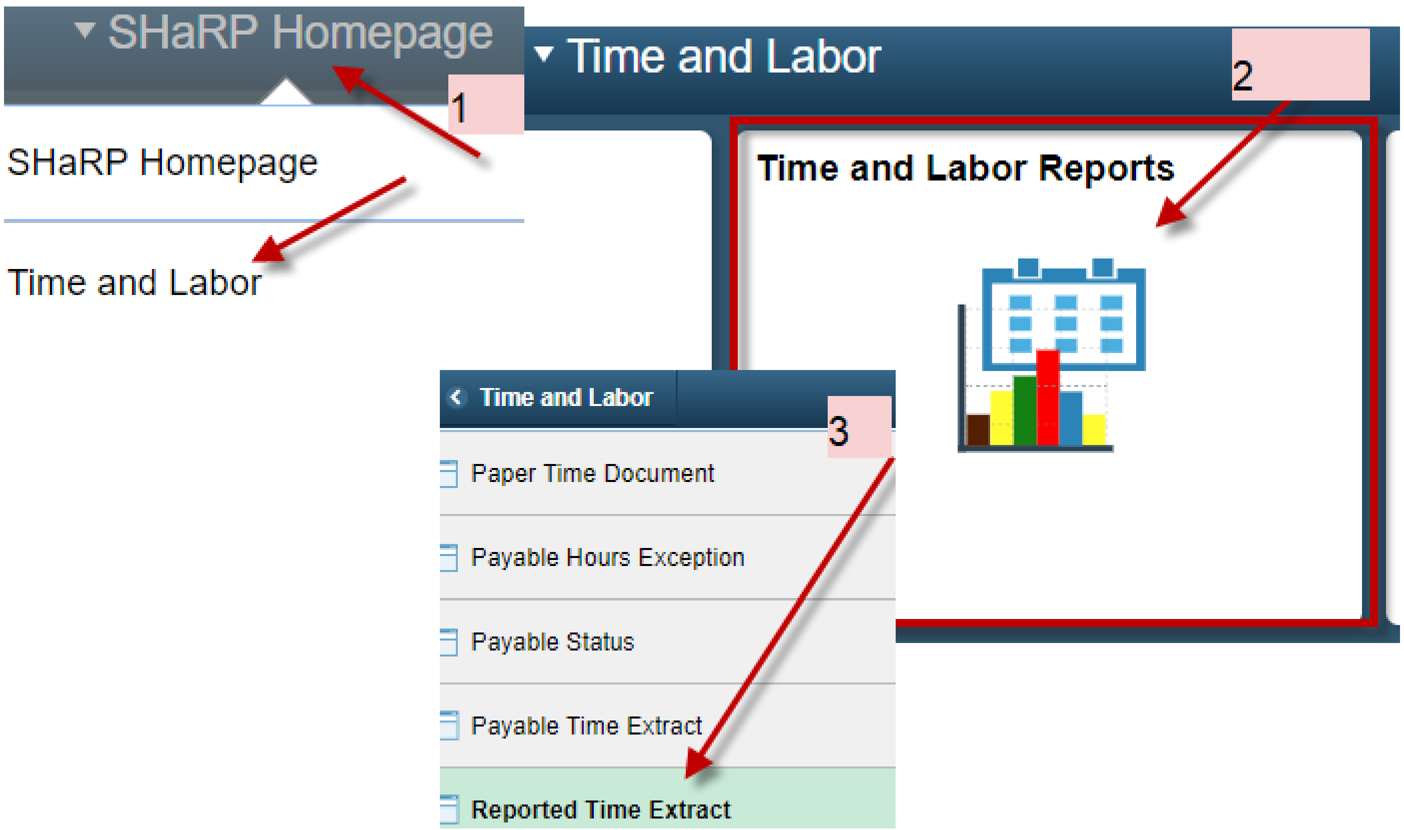
The reports in Time and Labor are designed to assist you with the time entry and exception management processes. Following is a list of a few of the reports available to both the Timekeeper and the HR Administrator roles:

- Leave Accrual Report
- Payable Status Report
- Paper Time Documents (by employee or by Department(s))
- Reported and Payable Time Extracts
- Combo Code/Task Profile
- Reported Time Audit Inquiry (Under the Reported Time Tile)
- Taskgroup Exceptions Report
- Payable Hrs Exception Report
- Vacation Leave Overage Report
- Workers Comp Notification Report
- Queries Available via the Time and Labor WorkCenter

TIP: The Reports section of the SHARP website provides detailed information about each report available in Time and Labor (www.da.ks.gov/sharp/reports)

Accessing Reports

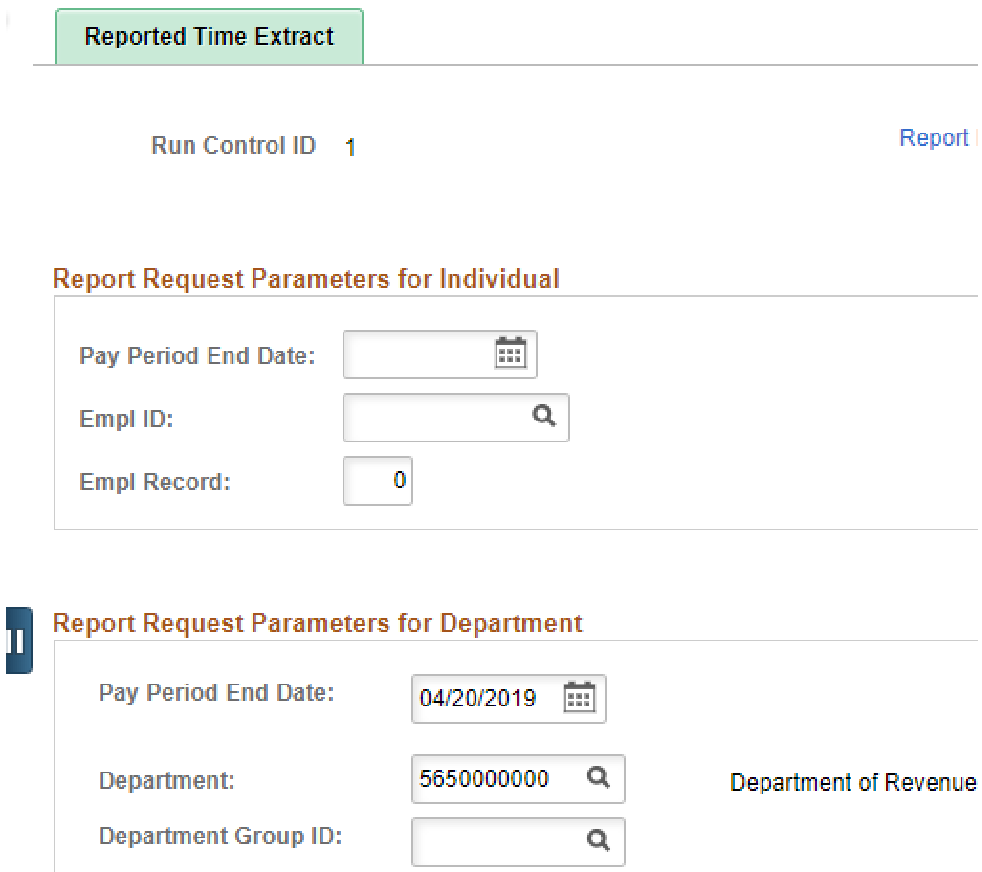
Click **Time and Labor** Homepage, Time and Labor Reports Tile. NOTE: Time and Labor WorkCenter queries are available via the Time and Labor WorkCenter Tile.



Navigation: **Time and Labor** Homepage, Time and Labor reports Tile. Select the report you want to generate. NOTE: Reported Time Extract is one of many Time and Labor reports available to run in SHARP.

Reported Time Extract

This extract or report provides detail of employee timesheets. Use this report to see if incorrect TRCs have been recorded, to check the Reported Time Status (to help make sure employees have submitted their timesheets by the end of the pay period and that Managers have Approved their employees Timesheets). Generate the Extract by Employee or by Department. Refer to the SHARP Reports website for detailed information on this and other Time and Labor Reports: https://www.admin.ks.gov/offices/personnel-services/sharp/reports.



WorkCenters

There are WorkCenters in both Time and Labor and Payroll. WorkCenters are designed for specific roles and provide a central area for you to access key components within PeopleSoft applications. WorkCenters enable you to access various pages and keep multiple windows open while doing your daily work.

As an initial rollout, we will be using the **Query** section of the Time and Labor Work-Center. We created queries (reports) that you can generate anytime SHARP is available.

The Time and Labor WorkCenter is available for employees with the following roles. **Note**: Current, and future employees, with these roles are automatically given access to the Time and Labor WorkCenter.

- Time and Labor Timekeeper
- Time and Labor HR
- Time and Labor ask Reporter

WorkCenter security is based on the Department(s) you have access to.

Lesson 3: Payable Time

Time and Labor WorkCenter Queries

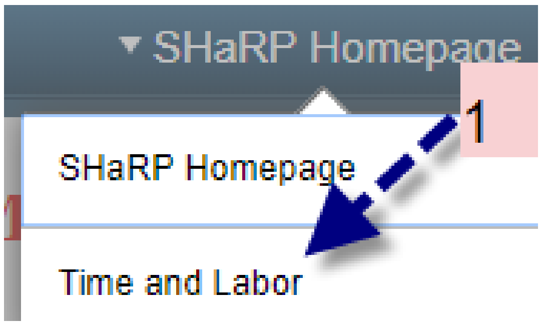
Queries available:

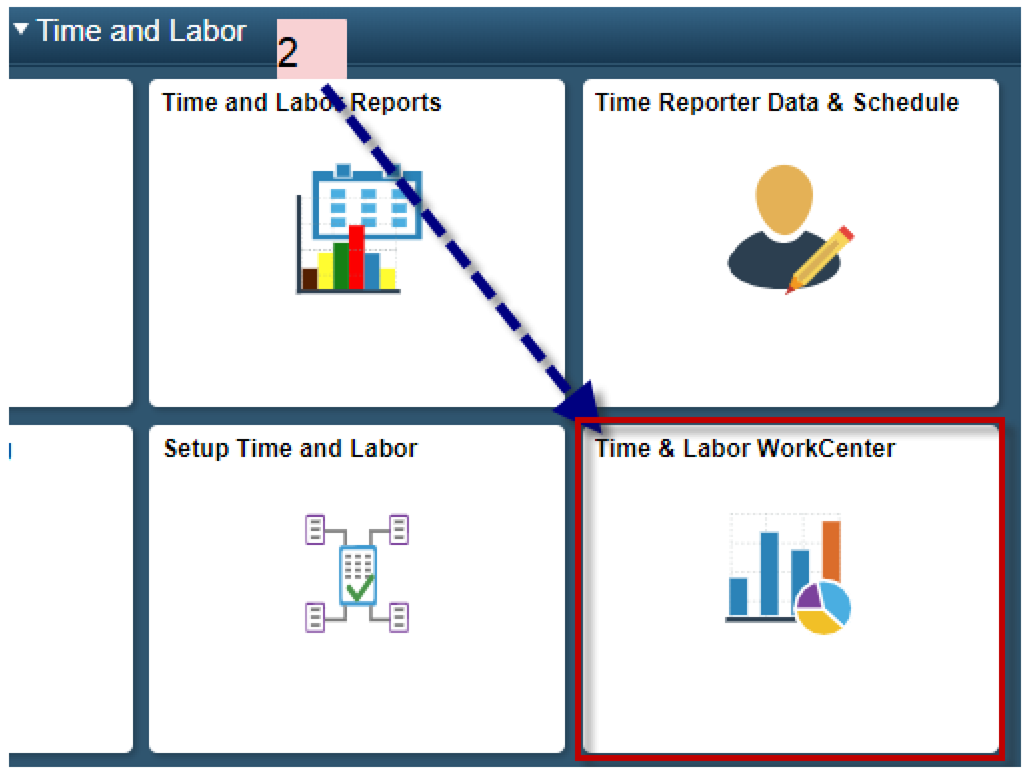
- Payable Time
  - By Employee by Month
  - By Employee by PPED (Pay Period End Date)
  - By Employee by Quarter
  - By Employee by Year
- Reported Time (Timesheet)
  - By Department by PPED (Pay Period End Date)
  - By Employee by Month
  - By Employee by PPED (Pay Period End Date)
  - By Employee by Quarter
  - By Employee by Year
- Employee Self-Service (ESS) Primary Email Addresses
- Time Reporter Data
- NA (Needs Approval) Unapproved Payable Time
- RP (Rejected by Payroll) Rows: 100008 PAY011 Errors

TIP: Reported Time Queries pull data from the Timesheet Tables. Payable Time Queries pull data from the Payable Time Tables. Time Reporter Data includes fields such as Workgroup and Taskgroup.

Accessing the Time and Labor WorkCenter

Click Time and Labor HomePage, Time and Labor WorkCenter Tile.

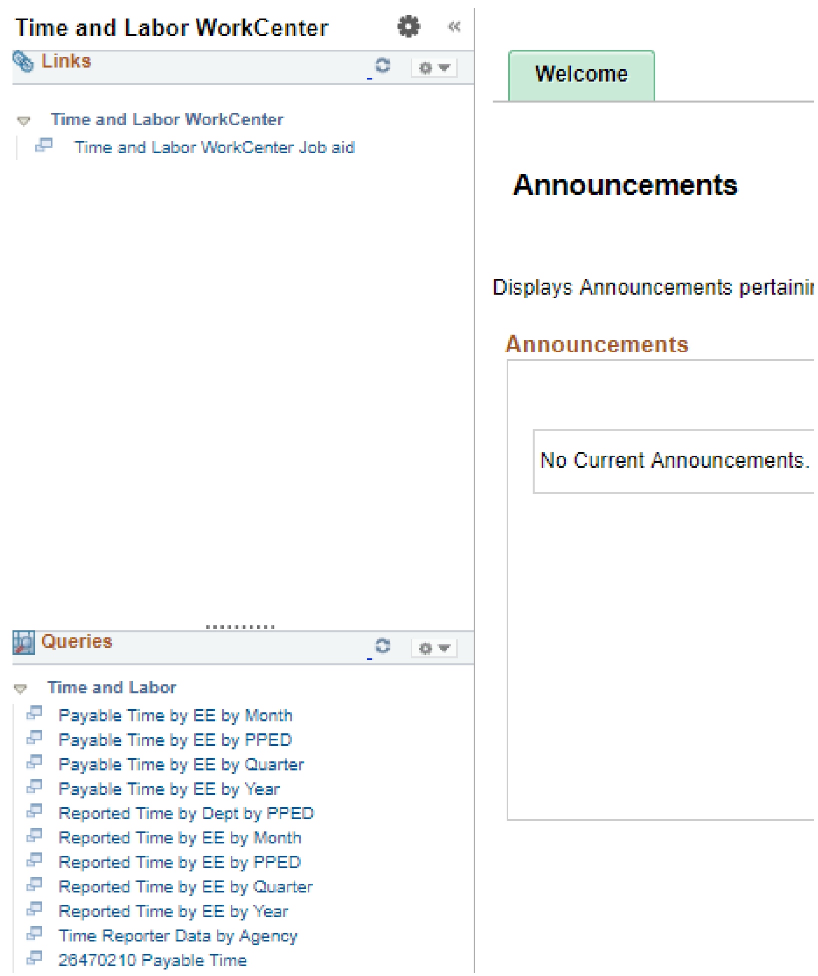




Time and Labor WorkCenter Sections

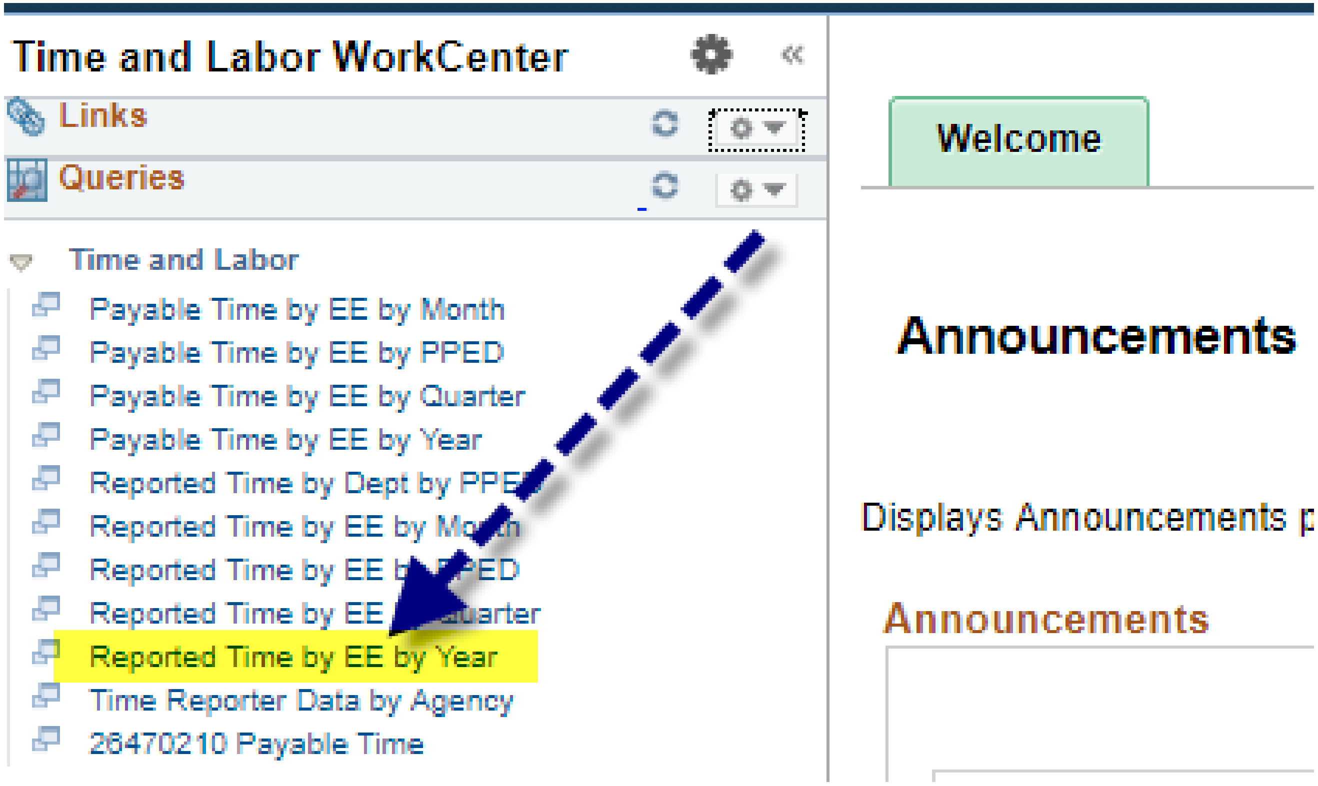
Sections of the WorkCenter page

- The left side displays a Job Aid link and the queries that are available to be run
- The right side displays the Announcements or Welcome section
- After the query is generated, the results display on the right side
- You can minimize sections on the left by clicking on the down or up facing triangle and selecting Minimize or Expand



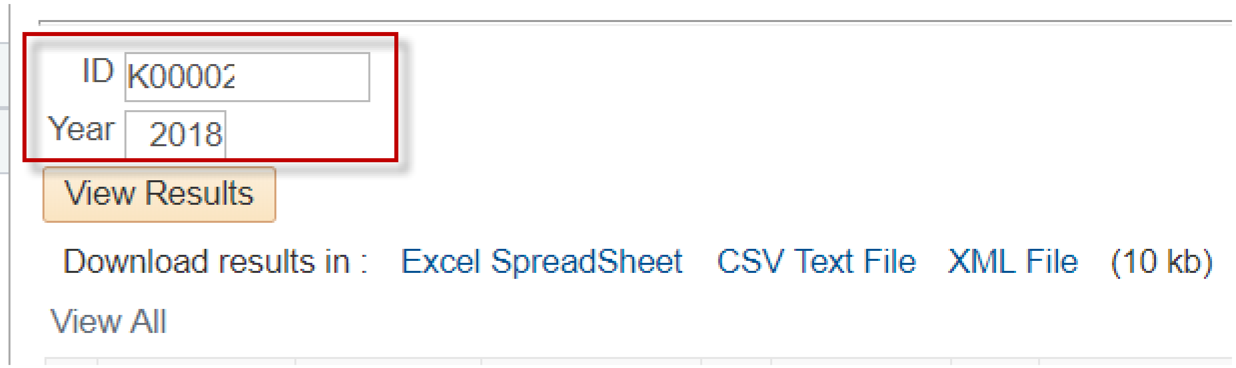
Time and Labor WorkCenter: Running a Query

Click the Query name (on the left side of the page).



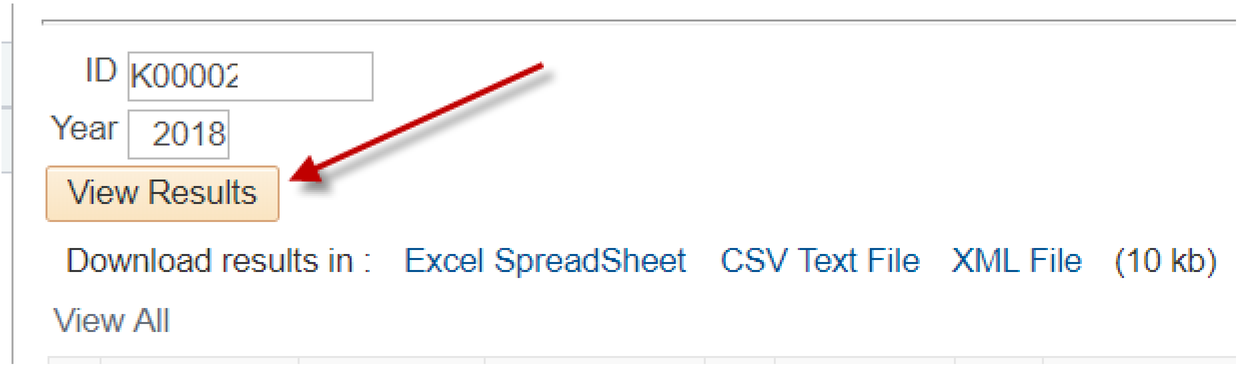
❑Time and Labor WorkCenter: Running a Query

Enter the criteria, such as Employee ID, and Year in the example displayed below. **Note**: Empl Rcd is not a criterion, so if the employee is on more than position (Empl Rcd) within your agency, the results will include data for both positions.



Time and Labor WorkCenter: Running a Query

Click “View Results”.



❑Time and Labor WorkCenter: Running a Query

The query results display on the right side of the page. **Note**: There are size limitations, so if the results are too large, you may want to chose a different query to run. The results displayed are tied to the Department access you have. Results do not include employee data from other agencies; only data from your own agency.

ID K00002
Year 2018
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10 kb)

View All

	Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup	TskProfID	User	Datetime Created	Last Updated By	Datetime Modified	Con Co
1	1730502000	Latte,Corey M	K00002	0	11/05/2018	REG	Regular Earnings	10.000000	AP	173NONTASK		K00002	11/14/2018 8:17:28AM	K000005	11/16/2018 11:36:14AM	
2	1730502000	Latte,Corey M	K00002	0	11/06/2018	REG	Regular Earnings	6.000000	AP	173NONTASK		K00002	11/14/2018 8:17:28AM	K000005	11/16/2018 11:36:14AM	
3	1730502000	Latte,Corey M	K00002	0	11/07/2018	REG	Regular Earnings	8.000000	AP	173NONTASK		K00002	11/14/2018 8:17:28AM	K000005	11/16/2018 11:36:14AM	
4	1730502000	Latte,Corey M	K00002	0	11/08/2018	REG	Regular Earnings	8.000000	AP	173NONTASK		K00002	11/14/2018 8:17:28AM	K000005	11/16/2018 11:36:14AM	
5	1730502000	Latte,Corey M	K00002	0	11/09/2018	REG	Regular Earnings	8.000000	AP	173NONTASK		K00002	11/14/2018 8:17:28AM	K000005	11/16/2018 11:36:14AM	
6	1730502000	Latte,Corey M	K00002	0	11/11/2018	HDC	Holiday Credit-Paid-1.0	8.000000	AP	173NONTASK		K00002	11/14/2018 8:17:28AM	K000005	11/16/2018 11:36:14AM	

❑Time and Labor WorkCenter: Downloading to Excel

Click “Excel SpreadSheet” to download the results in Excel where you can sort and filter the results.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID K00002
Year 2018
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10 kb)

View All

	Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup	TskProfID	User	Datetime Created	Last Updat By
1	1730502000	Latte,Corey M	K00002:	0	11/05/2018	REG	Regular Earnings	10.000000	AP	173NONTASK		K00002:	11/14/2018 8:17:28AM	K000005
2	1730502000	Latte,Corey M	K00002:	0	11/06/2018	REG	Regular Earnings	6.000000	AP	173NONTASK		K00002:	11/14/2018 8:17:28AM	K000005
3	1730502000	Latte,Corey M	K00002:	0	11/07/2018	REG	Regular Earnings	8.000000	AP	173NONTASK		K00002:	11/14/2018 8:17:28AM	K000005
4	1730502000	Latte,Corey M	K00002:	0	11/08/2018	REG	Regular Earnings	8.000000	AP	173NONTASK		K00002:	11/14/2018 8:17:28AM	K000005
5	1730502000	Latte,Corey M	K00002:	0	11/09/2018	REG	Regular Earnings	8.000000	AP	173NONTASK		K00002:	11/14/2018 8:17:28AM	K000005
6	1730502000	Latte,Corey M	K00002:	0	11/11/2018	HDC	Holiday Credit-Paid-	8.000000	AP	173NONTASK		K00002:	11/14/2018 8:17:28AM	K000005

Reported Time (Timesheet) Audit

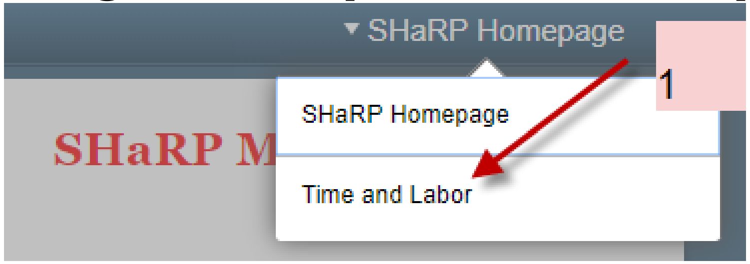
The **Reported Time Audit** page allows you to view current reported time (Timesheet) for an individual employee with time reporting elements. By clicking the **History** hyperlink on the Reported Time Audit page, you can open the **Reported Time Audit History** page.

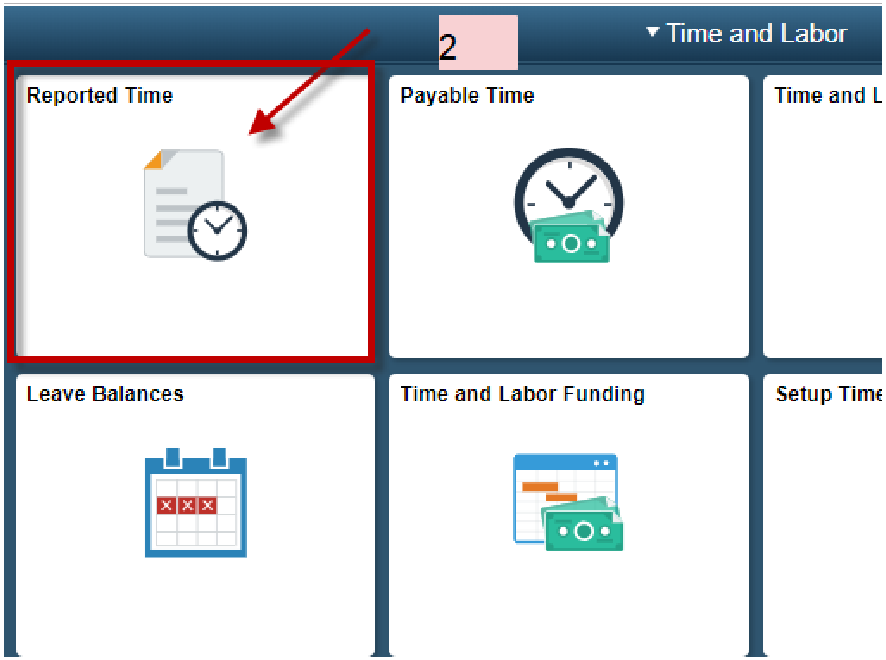
The Reported Time Audit History page displays the following information: Action (such as Add, Change, Delete, Approve), **Audit User ID**, which is the User ID of the person who entered, updated, or deleted any row of reported time. It also shows the Audit Date and Time Stamp, which is the audit date and time when the time was reported for this row. It includes the Date of the row, the TRC, Quantity, Reported Status, Taskgroup and Task Profile.

TIP: If you need to know the name of the employee assigned a certain User ID, contact your Agency Security Administrator.

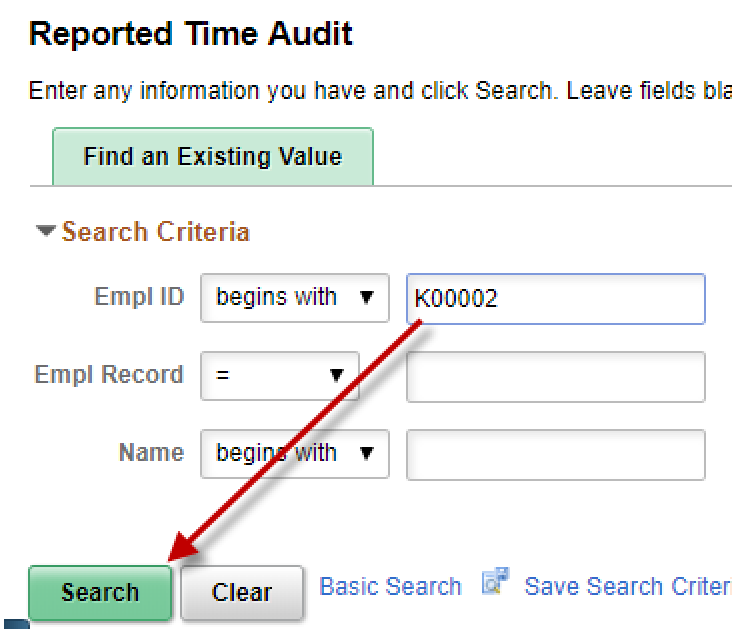
Accessing the Reported Time (Timesheet) Audit

Click Time and Labor HomePage, Reported Time Tile, Reported Time Audit Navigation Link.



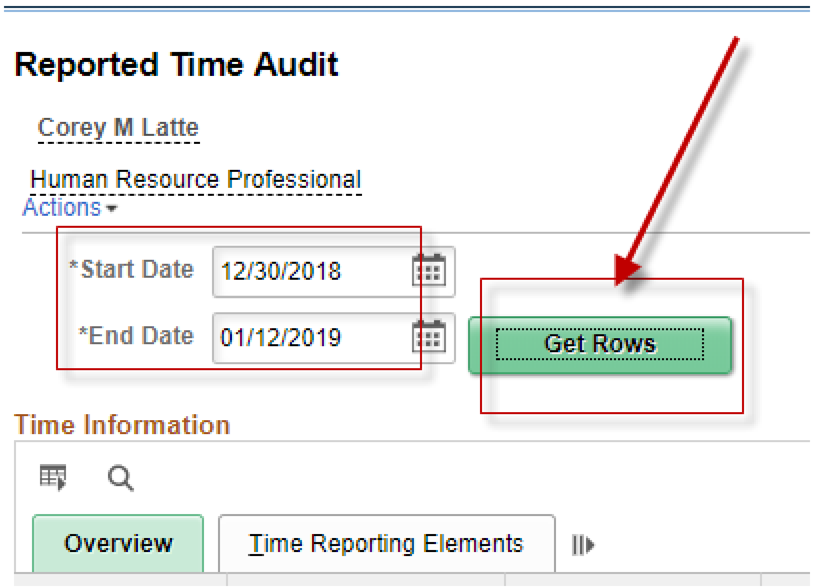


Accessing the Reported Time Audit (cont.)



Enter the **EmplID** of the person whose information you wish to review and click the **Search** button.

Accessing the Reported Time Audit (cont.)



Enter the date range you wish to review and click the **Get Rows** button.

Accessing the Reported Time Audit (cont.)

Reported Time Audit

Corey M Latte — Employee ID K00002
Human Resource Professional — Employment Record 0
Actions

*Start Date 12/30/2018
*End Date 01/12/2019
Get Rows

Time Information

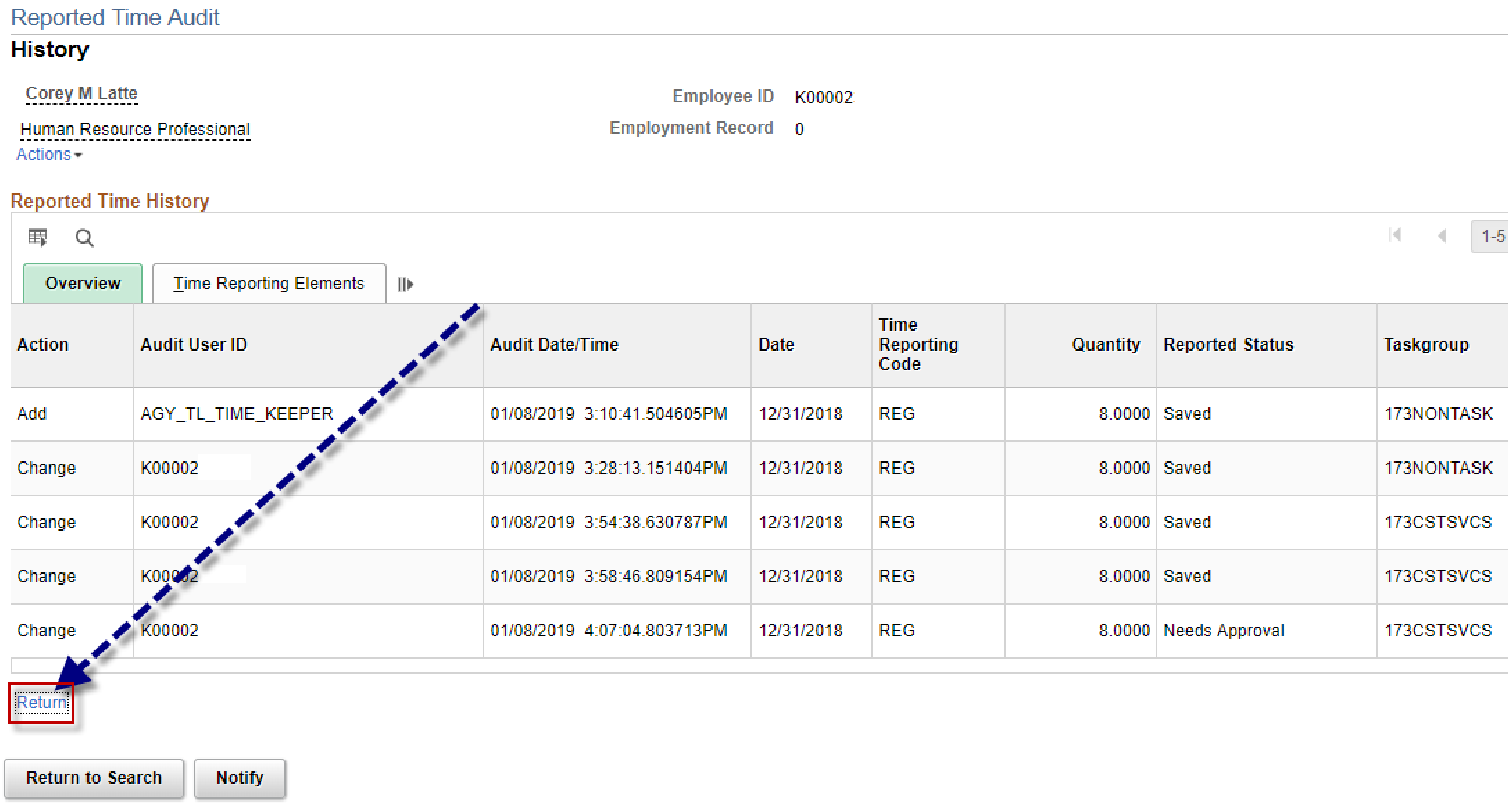
1-12 of 12

Overview | Time Reporting Elements

Date	Time Reporting Code	Punch Type	Quantity	Reported Status	History	Status	Taskgroup
12/31/2018	REG	Elapsed	8.0000	Needs Approval	History	Current	173NETWORK
01/01/2019	REG	Elapsed	8.0000	Needs Approval	History	Current	173NETWORK

Review the **Time Information** section. Click on the **History** link to open the **Reported Time Audit History** page.

Reported Time Audit History Page



Reported Time Audit

History

Corey M Latte | Employee ID K00002

Human Resource Professional | Employment Record 0

Actions

Reported Time History

1-5

Overview | Time Reporting Elements

Action	Audit User ID	Audit Date/Time	Date	Time Reporting Code	Quantity	Reported Status	Taskgroup
Add	AGY_TL_TIME_KEEPER	01/08/2019 3:10:41.504605PM	12/31/2018	REG	8.0000	Saved	173NONTASK
Change	K00002	01/08/2019 3:28:13.151404PM	12/31/2018	REG	8.0000	Saved	173NONTASK
Change	K00002	01/08/2019 3:54:38.630787PM	12/31/2018	REG	8.0000	Saved	173CSTSVCS
Change	K00002	01/08/2019 3:58:46.809154PM	12/31/2018	REG	8.0000	Saved	173CSTSVCS
Change	K00002	01/08/2019 4:07:04.803713PM	12/31/2018	REG	8.0000	Needs Approval	173CSTSVCS

Return

Return to Search | Notify

The **Action**, **Audit User ID,** and the **Audit Date and Time Stamp** fields are valuable in tracking down the source of changes to reported time. Click the Return hyperlink to return to the main Reported Time Audit page.

Unprocessed Reported Time

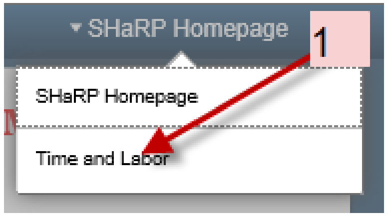
This page is used to identify time that has not been sent to Payable Time, either because Time Administration process has not run, the time has not been submitted or approved, or there are exceptions with the time. Time could also display as a result of specific rule processing that results in the amount of time in the Reported Time table that does not match the amount of time in the Payable Time table. For example 4 hours of CME on the timesheet (Reported Time) results in 6 hours CME on Payable Time (4*1.5).

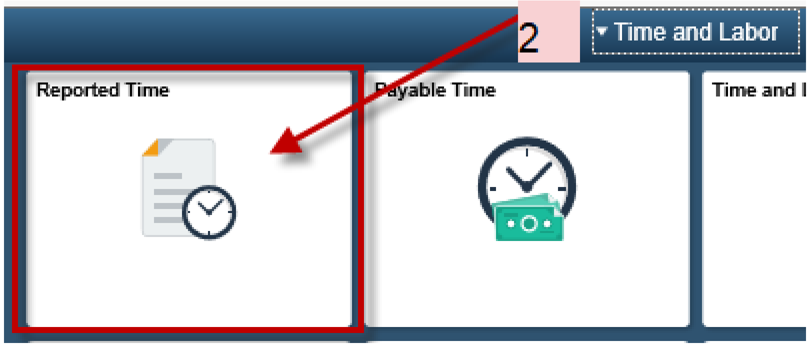
The Unprocessed Reported Time component identifies time that is still in Reported Time for these reasons:

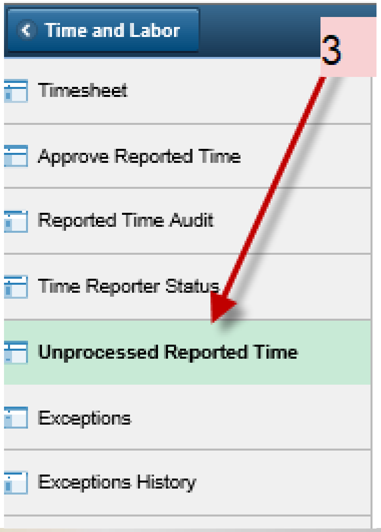
- Time Needs Approval
- Time has not been submitted (or is in a Saved status)
- Exceptions exist for the time entered
- The total payable time is less than the sum of submitted or approved time

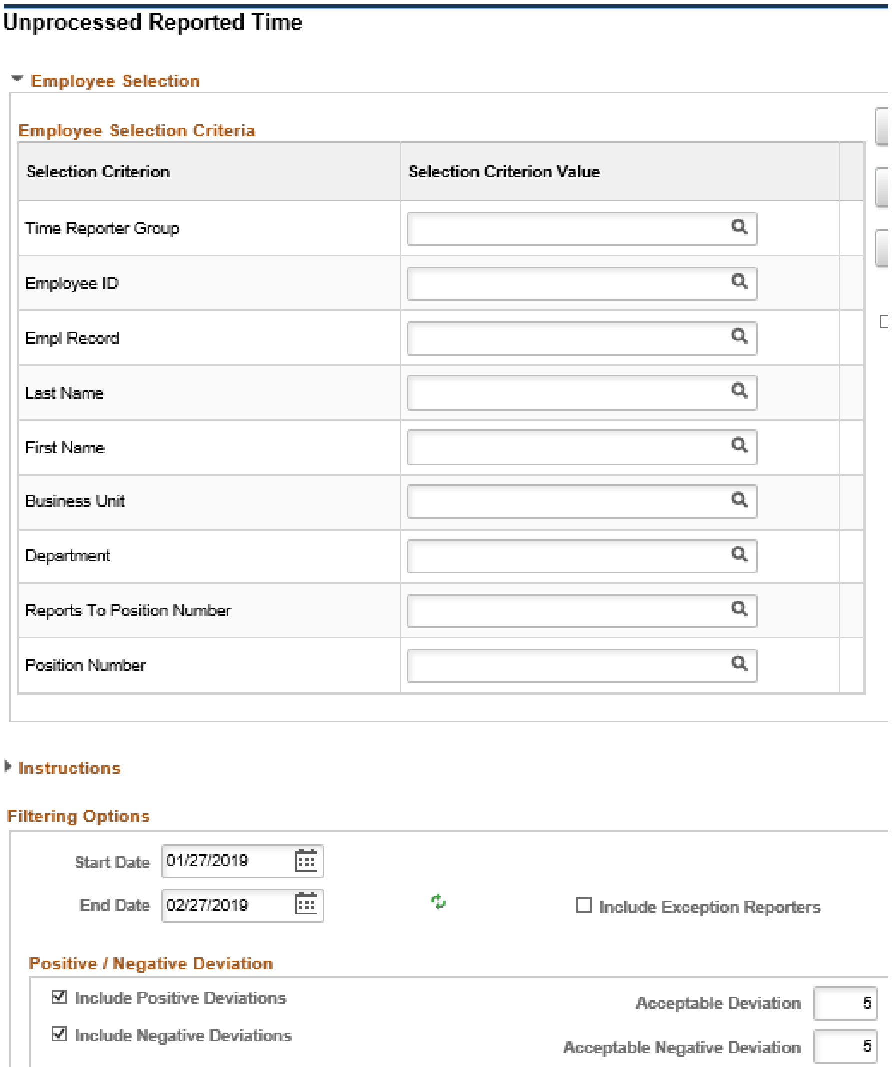
View Unprocessed Reported Time

Navigate to the Unprocessed Reported Time page to view Reported Time that has not made it to Payable Time yet. The Navigation is: Time and Labor Homepage, Reported Time Tile, Unprocessed Reported Time Navigation Collection item.









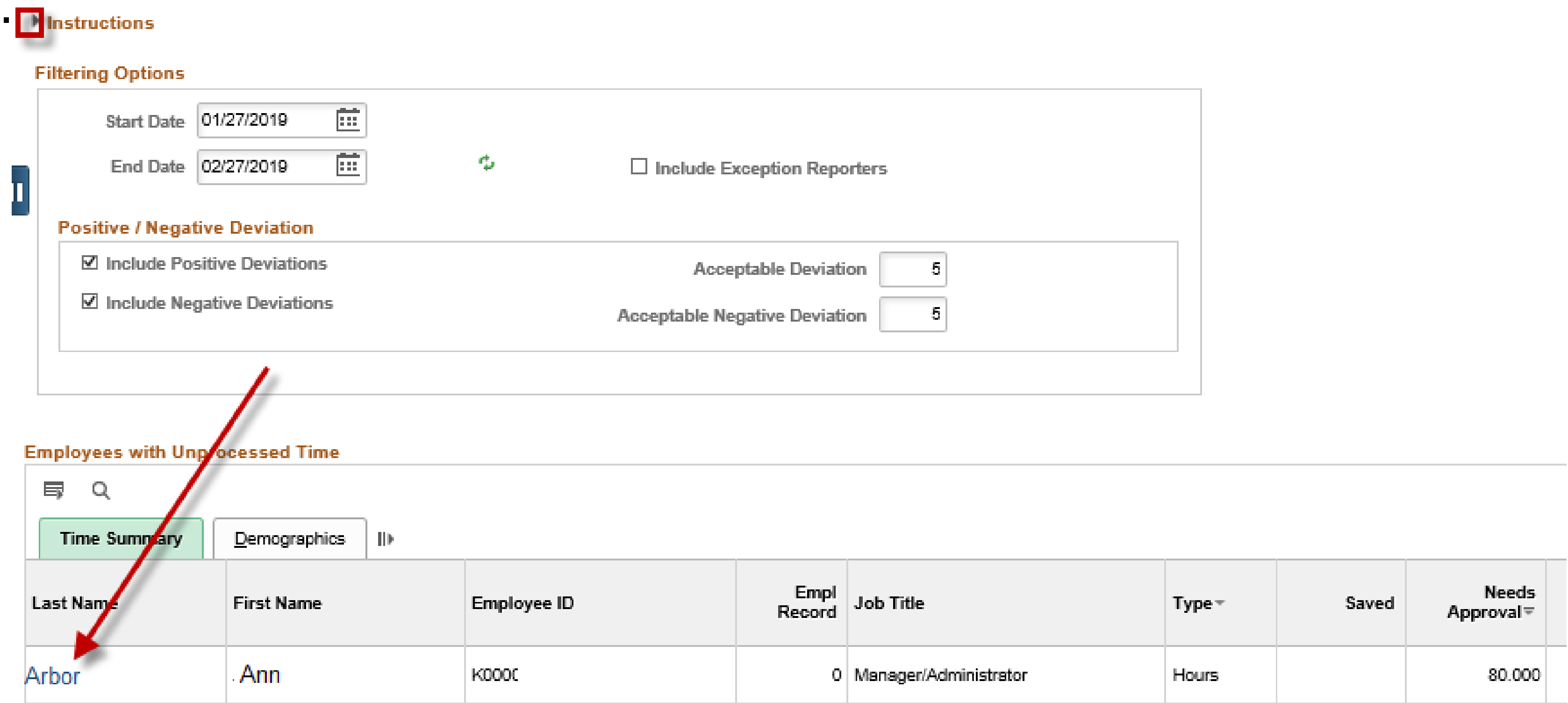
❑ View Unprocessed Reported Time (Cont.)

Enter an Employee ID or the Department and enter the Pay Period Begin and End Dates (**Start/End Date** fields). **Acceptable Deviation**: Enter an acceptable deviation amount for the calculation between reported and payable time. **Include Exception Reporters**: Leave unclicked. **Include Positive Deviations**: Select to include payees with Payable Time greater than Reported Time on this page. Clear this field to only display payees with Payable Time less than Reported Time. The Acceptable Deviation field determines the threshold amount for reporting in either case.

Click "**Get Employees**".

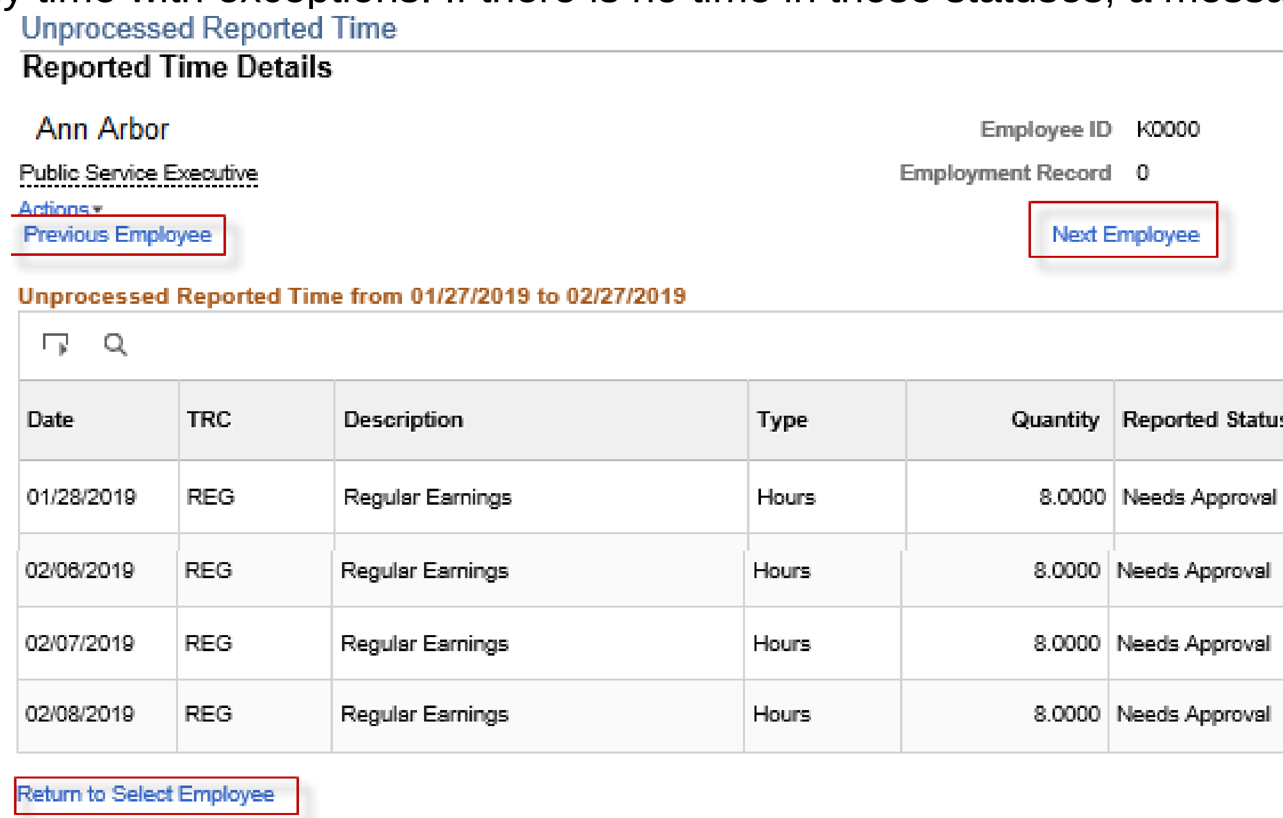
View Unprocessed Reported Time (Cont.)

Click on the Instructions arrow for additional search criterion information. Click on the Name hyperlink to view details for the employee selected. NOTE: The detail page will not display any Task Elements, Chartfields or Time Reporting Elements.



View Unprocessed Reported Time (Cont.)

The detail page displays by day and by status the employee's time for Reported Time that has not been received by Payable Time. This includes reported time with a status of Needs Approval (NA), or Saved (SV), and any time with exceptions. If there is no time in those statuses, a message is displayed indicating that the Time Administration process must be run to move approved or submitted time to Payable Time.



Unprocessed Reported Time

Reported Time Details

Ann Arbor

Public Service Executive

Actions

Employee ID K0000

Employment Record 0

Previous Employee

Next Employee

Unprocessed Reported Time from 01/27/2019 to 02/27/2019

Date	TRC	Description	Type	Quantity	Reported Status
01/28/2019	REG	Regular Earnings	Hours	8.0000	Needs Approval
02/06/2019	REG	Regular Earnings	Hours	8.0000	Needs Approval
02/07/2019	REG	Regular Earnings	Hours	8.0000	Needs Approval
02/08/2019	REG	Regular Earnings	Hours	8.0000	Needs Approval

Return to Select Employee

Click **Previous or Next Employee** to view other employees in the list. Click **Return to Select Employee** to return to the search results page.

Unprocessed Payable Time

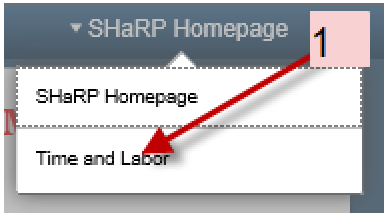
This page displays all rows in payable time that have not been processed by payroll. The data is sorted by Date and then by Time Reporting Code.

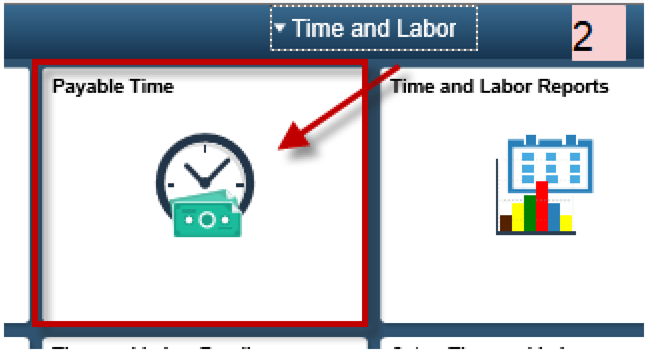
Payable time with these status codes is displayed on this page:

- Approved
- Closed
- Estimated
- Needs Approval
- Rejected by Payroll
- Sent to Payroll
- Taken by Payroll

View Unprocessed Payable Time

Navigate to the Unprocessed Payable Time page to view Payable Time. The Navigation is: Time and Labor Homepage, Payable Time Tile, Unprocessed Payable Time Navigation Collection item.

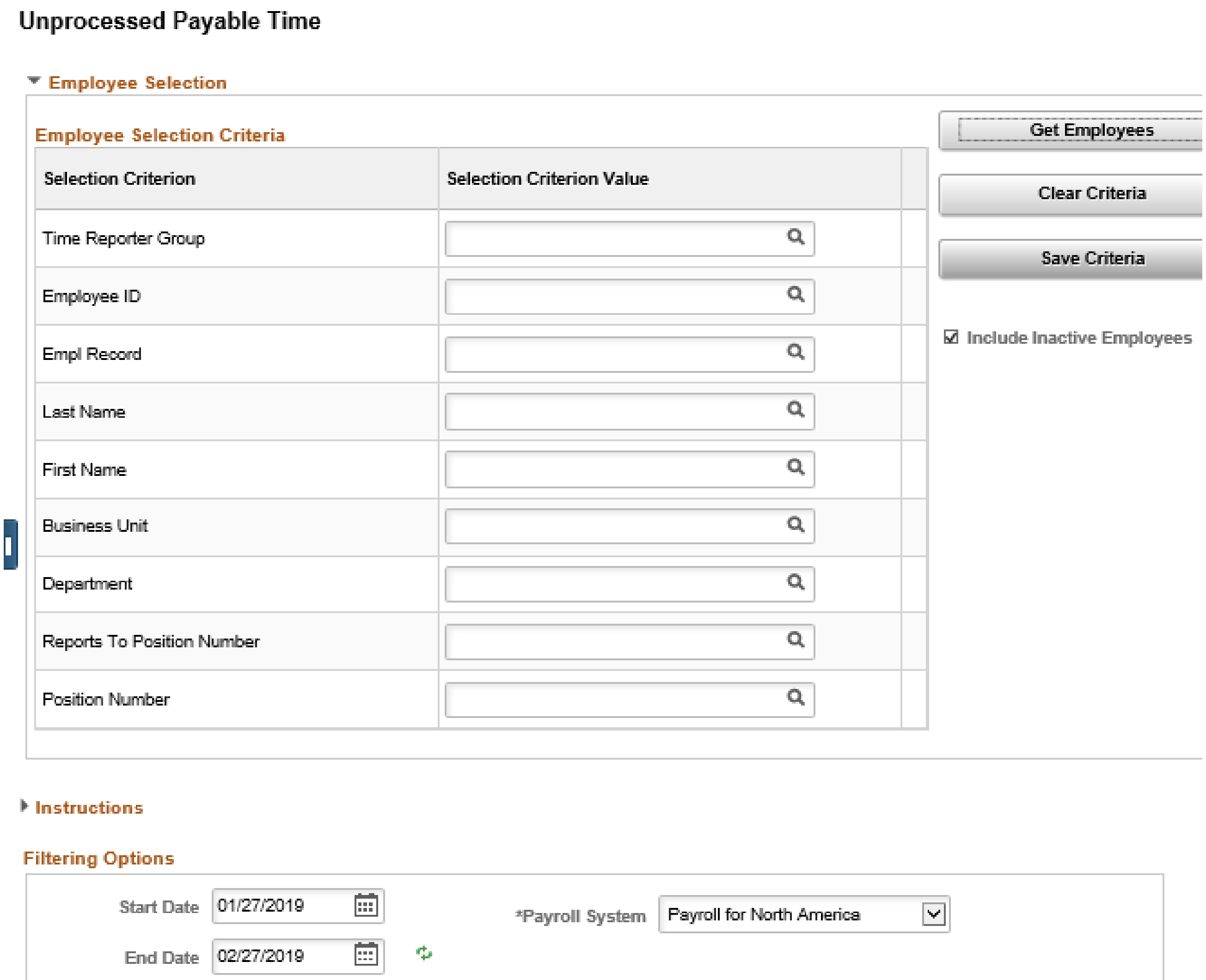




Lesson 3: Payable Time

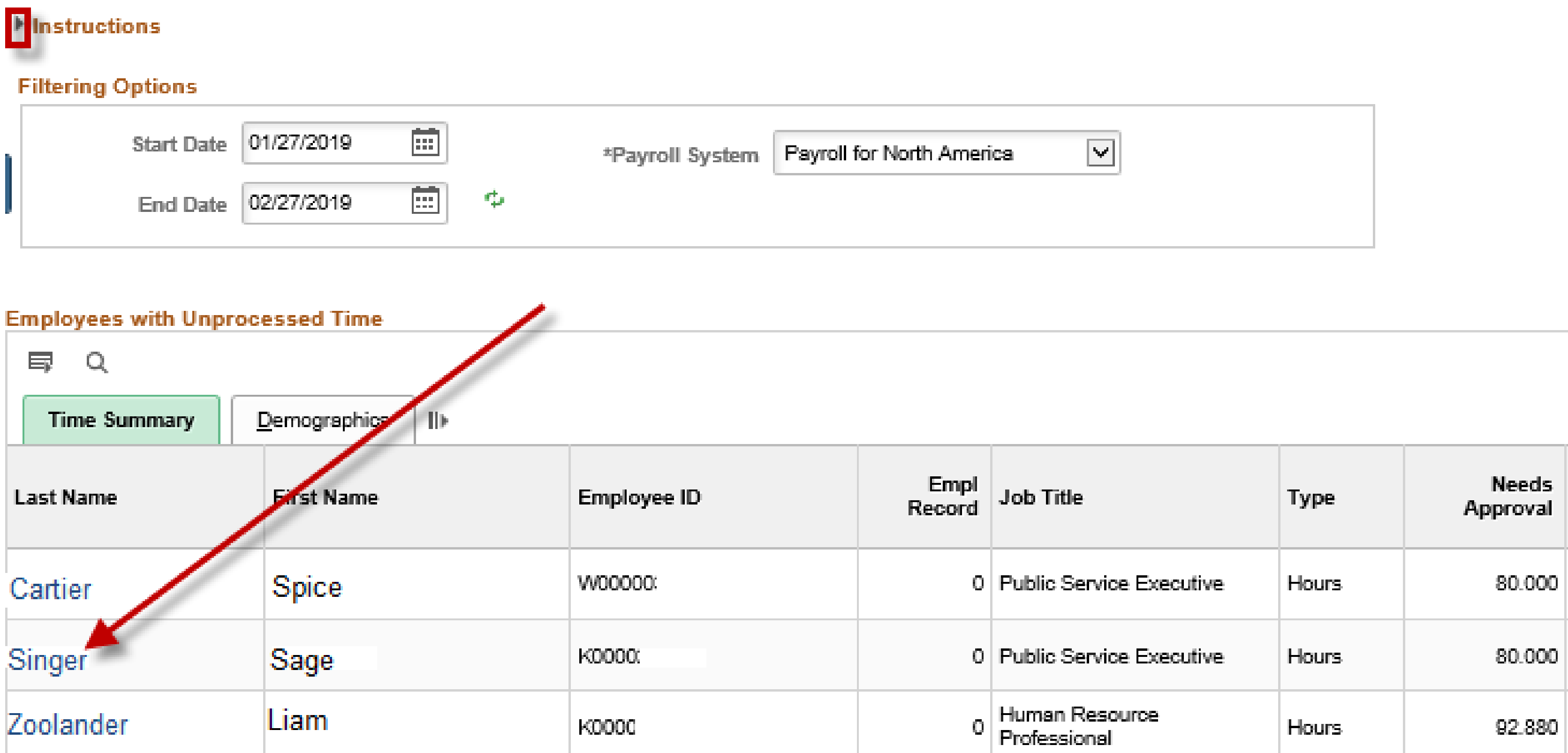
View Unprocessed Payable Time (Cont.)

Enter an Employee ID or the Department and enter the Pay Period Begin and End Dates (**Start/End Date** fields). Click on the "**Include Inactive Employees**" checkbox. **Payroll System**: leave the default of "Payroll for North America." Then click "**Get Employees**". View Details for All Employees: For performance reasons, we suggest you not click this hyperlink.

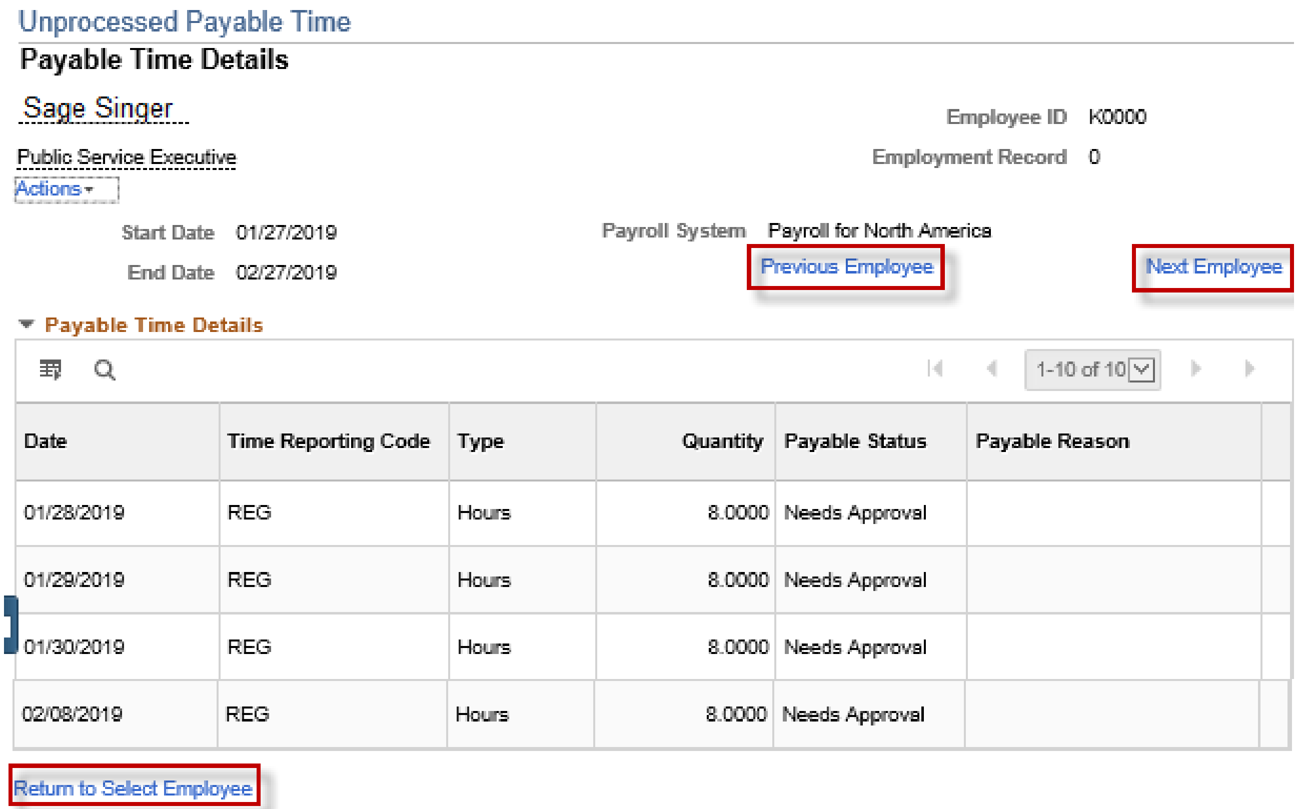


View Unprocessed Payable Time (Cont.)

Click on the Instructions arrow for additional search criterion information.
Click on the Name hyperlink to view details for the employee selected.



View Unprocessed Payable Time (Cont.)



Unprocessed Payable Time

Payable Time Details

Sage Singer

Public Service Executive

Actions

Employee ID K0000

Employment Record 0

Start Date 01/27/2019

End Date 02/27/2019

Payroll System Payroll for North America

Previous Employee

Next Employee

Payable Time Details

1-10 of 10

Date	Time Reporting Code	Type	Quantity	Payable Status	Payable Reason
01/28/2019	REG	Hours	8.0000	Needs Approval	
01/29/2019	REG	Hours	8.0000	Needs Approval	
01/30/2019	REG	Hours	8.0000	Needs Approval	
02/08/2019	REG	Hours	8.0000	Needs Approval	

Return to Select Employee

The detail page displays by day and by status the employee's Payable Time that has not been processed by Payroll. This includes payable time with a status of Estimated, Approved, Closed, Needs Approval, Rejected by Payroll, Sent to Payroll or Taken by Payroll. Click **Previous or Next Employee** to view other employees in the list. Click **Return to Select Employee** to return to the search page.

Lesson 3: Payable Time

Lesson Summary

Only exceptions with a low or medium severity can be marked as allowable.

It is a joint responsibility of the Timekeeper and HR Administrator to review exceptions each day during the biweekly period.

Timesheets are accessed through the Manger Self Service navigation while Reports, Exceptions, and the Reported Time Audit are found in the Time and Labor menu navigation.

The **Audit Action**, **Audit User ID,** and the **Audit Date and Time Stamp** fields of the Reported Time Audit page are valuable in tracking down the source of changes to reported time.

In this lesson, I walked you through the basics of managing exceptions, approving payable time, and reviewing the **Reported Time Audit**.

Lesson 3: Payable Time

Lesson Summary Continued

Exceptions are generated when the Time Administration process checks reported time against pre-set rules and finds that the rules are violated. Timekeepers and HR Administrators work together to correct exceptions.

The reports in Time and Labor are designed to assist you with the time entry and exception management processes. Details on each report are located on the SHARP Customer Service website (https://www.admin.ks.gov/offices/personnel-services/sharp/reports).

The **Reported Time Audit** page allows you to view current and past reported time (timesheet information) for an individual employee. Use the **History** link to view the User ID of the person who entered the reported time as well as the date and time when the time was reported.

In this lesson, I also walked you through generating the **Reported Time Extract** and how to **View Unprocessed Reported Time** and **Unprocessed Payable Time**.

Course Completion!

Congratulations! You have finished each lesson for this course. You must now take the course assessment.